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ICT
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SIR. AHMED HAMDY
موجه مادة تكنولوجيا المعلومات والاتصالات ICT
احجز مقعدك الان
بكورسات اونلاين
عبر تطبيق زووم
للمدارس العربي واللغات
للصفوف
4 - 5- 6
للحجز والاستعلام برجاء التواصل
على الواتس آب 01004767201

PONY

سلسلة كتب الاستاذ

ICT



6th

PRIMARY

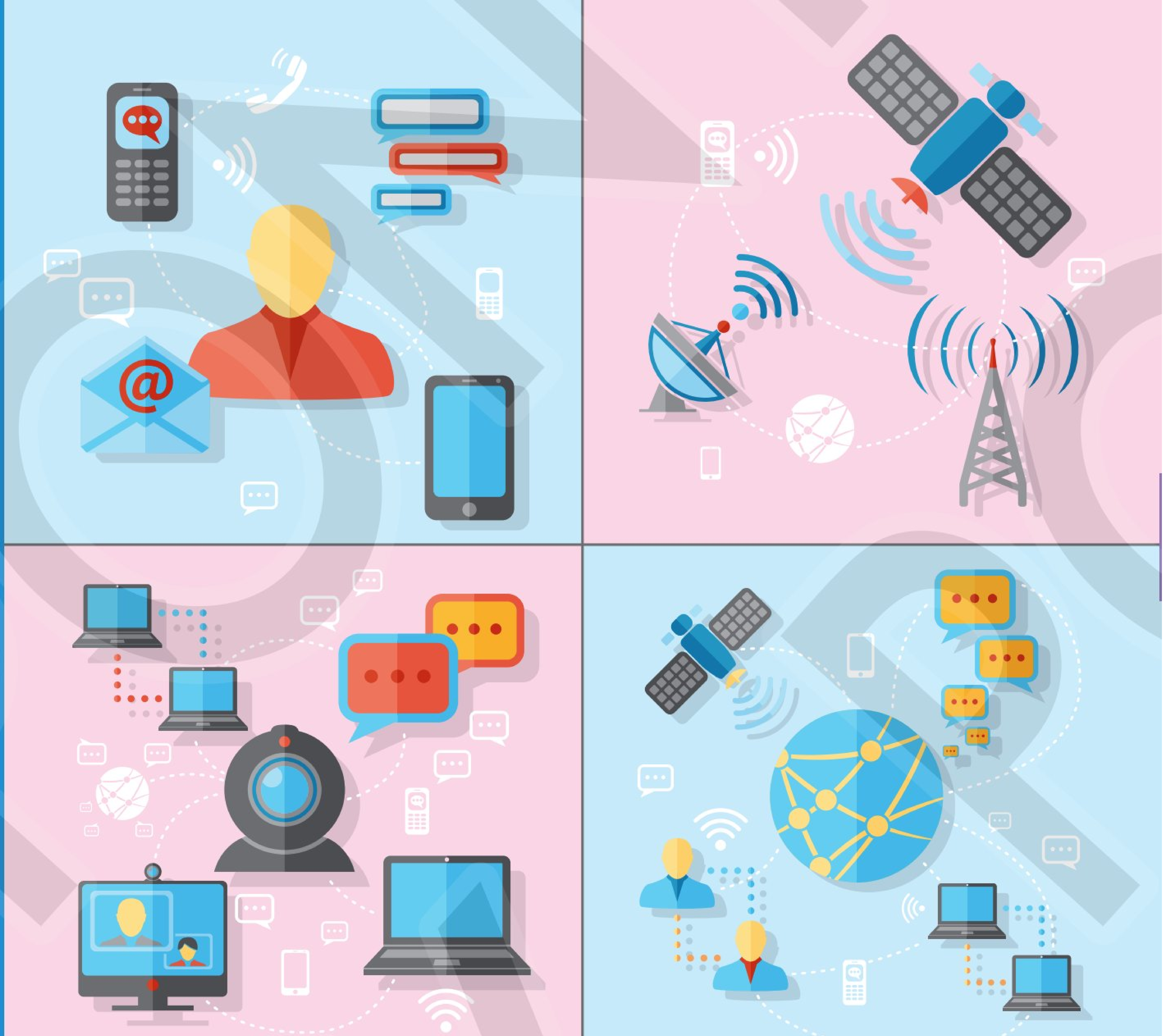
SECOND TERM

2024

ENG. OSAMA YOUSSEF

Theme 3

Digital Citizenship



Theme Lessons:

- Lesson 1 Explorer in Action
- Lesson 2 Ethics of Using Artificial Intelligence
- Lesson 3 E-Commerce
- Lesson 4 Communicating with Educational Service Providers
- Lesson 5 Computational Communication Tools
- Lesson 6 Programming and Digital Problems and How to Solve Them
- Lesson 7 Using Photo Editing Tools

Scope and Sequence

Theme 3 Digital Citizenship



Essential Question:
How can we use ICT in communication to share infrormation

Lesson	Topics	Skills Integration		
		Life Skills	Values	Issues and Challenges
LESSON 1 Explorer in Action	• How to make technology more ethical • Practice creating ethical AI responses	**Learning to know:** evaluating; critical thinking	**Work values:** creativity **Personal values:** inclusion	**Globalization issues:** technological awareness; digital citizenship
LESSON 2 Ethics of Using Artificial Intelligence	• Explore the different types of AI in everyday use • Discuss the ethics that should be practiced by AI designers	**Learning to be:** respect for diversity; **Learning to live:** self-management	**Science values:** objectivity; appreciation of science and scholars	**Globalization issues:** digital citizenship; technological awareness
LESSON 3 E-Commerce	• What e-commerce is • The basic features of bonds and stocks	**Learning to work:** decision making	**Personal values:** independence	**Globalization issues:** digital citizenship; technological awareness
LESSON 4 Communicating With Educational Service Providers	• What educational service providers are • How to communicate with educational service providers	**Learning to live:** self-management; **Learning to work:** decision making	**Science values:** objectivity; **Work values:** co-operation; perseverance	**Globalization issues:** technological awareness; civilizational communication
LESSON 5 Computational Communication Tools	• The value of real-time communication • Write and share a report using video conferencing	**Learning to live:** communication	**Science values:** objectivity; **Work values:** co-operation; perseverance	**Globalization issues:** technological awareness; civilizational communication
LESSON 6 Programming and Digital Problems and How to Solve Them	• The purpose of different programming languages • Common digital problems and solutions	**Learning to work:** decision making; **Learning to know:** problem solving; **Learning to live:** communication	**Work values:** perseverance	**Globalization issues:** technological awareness
LESSON 7 Using Photo Editing Tools	• What image manipulation is and what it is used for • The advantages of using photo editing tools to show ideas.	**Learning to know:** problem solving; **Learning to live:** communication	**Science values:** appreciation of science and scholars	**Globalization issues:** digital citizenship; technological awareness

Spotlight on Theme 3

In this theme, you will learn how to choose and select the most reliable means and sources to help you communicate with your colleagues and express your opinions on issues related to your field of education.

You will also make a presentation via video conference about an educational or environmental cause.



Lesson 1 Explorer in Action

للاطلاع فقط

Ms. Ariam Mogos is a:

- Researcher
- Learning technologist who works on games
- National Geographic Explorer



- Ms. Mogos designs games to teach children and teenagers about the ethical implications of technology.
- In 2015, Ms. Mogos designed a program to help young refugees and host communities in Kenya collaborate in creative ways.
- First, the groups created a **physical paper prototype** of their game.
- Then, they designed it using an application called Scratch.
- Scratch: It is a free programming website for children.

- الآنسة آريام موجوس باحثة، وخبيرة في تكنولوجيا التعليم تختصّ بألعاب الكمبيوتر، ومستكشفة لدى ناشونال جيوجرافيك.
- تقوم الآنسة موجوس بتصميم ألعاب لتعليم الأطفال والمراهقين حول الآثار الأخلاقية للتكنولوجيا.
- في عام 2015، صممت السيدة موجوس برنامجًا لمساعدة اللاجئين الشباب والمجتمعات المضيفة في كينيا على التعاون بطرق إبداعية.
- في البداية، أنشأت المجموعات نموذجًا ورقيًا أوّليًا من اللعبة.
- ثم قاموا بتصميمه باستخدام سكراتش. وهو موقع برمجة مجاني للأطفال.

- The groups designed their games based on important social issues, such as:
  - Education
  - Healthcare
- Ms. Mogos created communities on WhatsApp for this project so that educators could share student projects, brainstorm ideas, and follow up on the implementation of the program

- صممت المجموعات ألعابها على أساس القضايا الاجتماعية الهامة، مثل التعليم والرعاية الصحية
- أنشأت الآنسة موجوس مجموعات مختصّة بهذا المشروع عبر تطبيق واتساب، وذلك كي يتمكّن المعلّمون من مشاركة مشاريع الطلّاب، وتوليد الأفكار المختلفة، ومتابعة تنفيذ البرنامج.

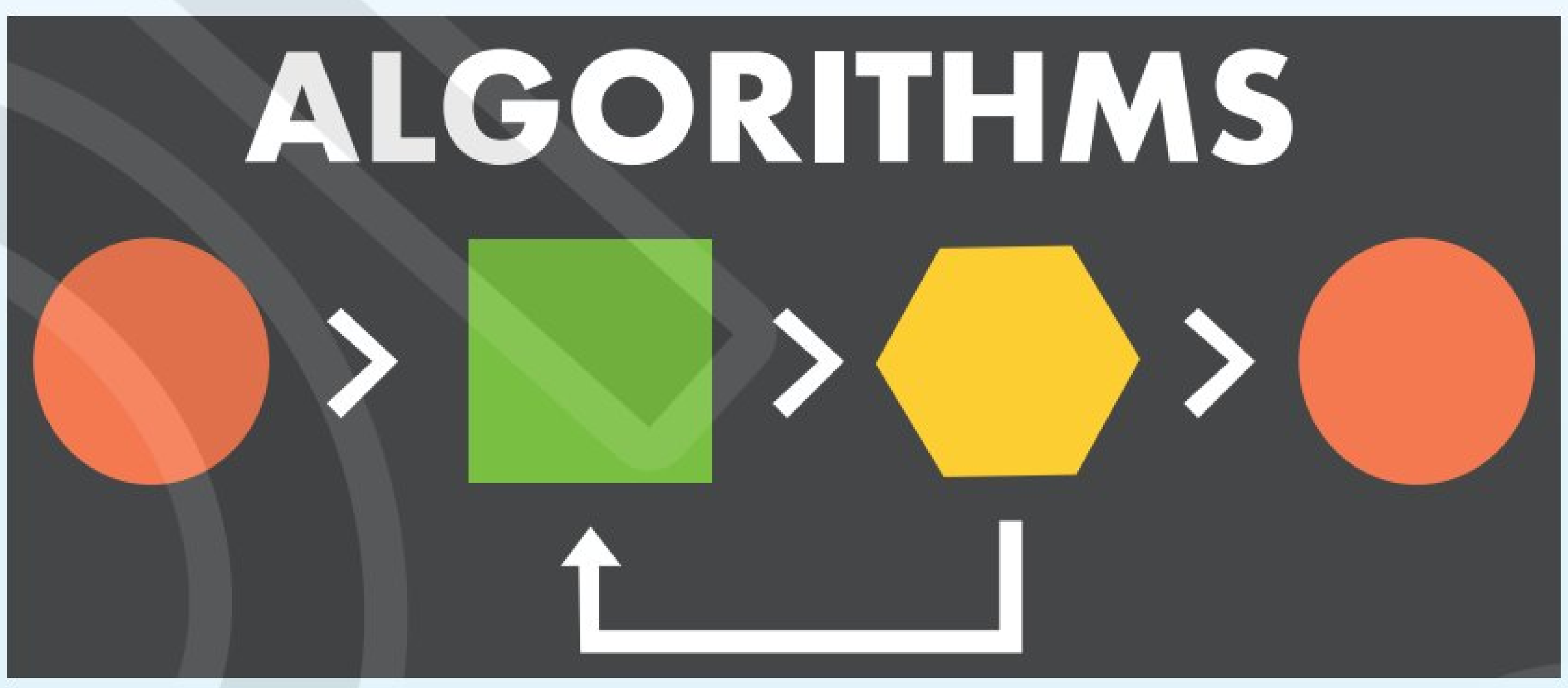
Ms. Mogos's Activities on AI

- Ms. Mogos designed activities about the effect of Artificial Intelligence (AI) on different communities and cultures.
- One of her activities focuses on how an AI voicebot responds to a person asking for advice about a snack they should have after exercising. The activity asks students to evaluate the AI response and write a better one. Then they review their own responses.



- صمّمت الآنسة موجوس أنشطة تتمحور حول تأثير الذكاء الاصطناعي على شتّى المجتمعات والثقافات.
- تركز إحدى أنشطتها على كيفية استجابة روبوتات الذكاء الاصطناعي صوتيًا على فرد يطلب نصيحة حول وجبة خفيفة عليه تناولها بعد التمرين. يتطلّب هذا النشاط من الطلّاب تقييم إجابة الذكاء الاصطناعي ثمّ كتابة إجابة أفضل. ثم يقيِّموا بعدها إجاباتهم.

- Ms. Mogos also created a card game called "I Love Algorithms," which illustrates the implications of machine learning algorithms.
- **Algorithm:** It is a step-by-step procedure used for solving problems or doing computations.
- In the card game, the player takes one algorithm card and one dataset card in order to design an ICT tool.



- صنعت الآنسة موجوس أيضًا لعبة بطاقات تُدعى "أُحبّ الخوارزميات" توضح الآثار المترتّبة على خوارزميات التعلّم الآلي.
الخوارزمية هي إجراءات تتبع خطوة بخطوة تُستخدم لحل المشكلات أو إجراء العمليات الحسابية.
- وفي لعبة البطاقات يختار اللاعب بطاقة خوارزميات واحدة وبطاقة مجموعة بيانات واحدة لإنشاء أداة تكنولوجيا معلومات واتّصالات.

AI in Egypt

- AI is one of **Egypt's** top priorities.
- In 2019, the State formed the National Council for Artificial Intelligence.
- In 2021, the council announced the launch of an AI Platform.
- In 2022, Egypt ranked second in Africa for its readiness to implement AI technology.
- In 2023, an AI training programs were launched with the aim of covering all high schools within three years.
- Another program was introduced at innovation hubs at universities in **Minia** and **Qena** in the same year.
- The **AI job market** in Egypt has been growing, with many new startups creating jobs.



- تضع مصر الذكاء الاصطناعي في قمة أولويّاتها. ففي العام 2019، أنشأت المجلس الوطني للذكاء الاصطناعي الذي أعلن في العام 2021 عن إطلاقه منصّة ذكاء اصطناعي.
- وفي العام 2022، احتلّت مصر المركز الثاني إفريقيًّا من حيث جاهزيتها لتطبيق تقنية الذكاء الاصطناعي.
- وفي عام 2023 تم إطلاق برامج تدريبية للذكاء الاصطناعي بهدف تغطية جميع المدارس الثانوية خلال ثلاث سنوات.
- كما أطلقت مراكز الابتكار في جامعتي المنيا وقنا برنامجًا آخر لذلك في العام نفسه.
- ويشهد سوق عمل الذكاء الاصطناعي في مصر نموًّا، حيث تعمل العديد من الشركات الناشئة الجديدة على خلق فرص عمل.

Information in Exercises

- Voice-controlled virtual assistants have become very popular with:
  - Apple's Siri
  - Google's Assistant
  - Amazon's Alexa
- Amazon designed Alexa to converse in a **human-like manner**.
- Alexa is programmed to **learn automatically** in order to help the user. For example, you can tell Alexa what to do when you say certain words.
- When you say, "Alexa, good morning," Alexa turns on the lights and plays your favorite music.
- Based on your preferences, Alexa can recommend movies, music, and recipes, or give you medical advice, answer your questions, and read you a story.
- The **AI persona** can:
  - Play games with you
  - Shop online for you
  - Help you sleep.
- Amazon is now working on making Alexa understand your tone to know if you are getting frustrated when using AI.
- The Alexa **Voice Service (AVS)** is in a cloud.
- A cloud is a data storage space over the internet which makes it possible to quickly access the data anywhere in the world.

- أصبحت المساعدات الافتراضية التي يتم التحكم فيها بالصوت شائعة جدًّا لدى: سيري من آبل، ومساعد جوجل، وأليكسا من أمازون
- صممت أمازون Alexa للتحدث بطريقة تشبه الإنسان. وتمت برمجة Alexa للتعلم تلقائيًّا من أجل مساعدة المستخدم. على سبيل المثال، يمكنك إخبار Alexa بما يجب فعله عندما تقول كلمات معينة. عندما تقول، "أليكسا، صباح الخير"، تقوم Alexa بإشعال الأضواء وتشغيل الموسيقى المفضلة لديك.
- بناءً على تفضيلاتك، يمكن لـ Alexa أن توصي بالأفلام والموسيقى والوصفات، أو تقدم لك نصيحة طبية، وتجيب على أسئلتك، وتقرأ لك قصة.
- يمكن لشخصية الذكاء الاصطناعي: أن يلعب معك الألعاب - يتسوق لك عبر الإنترنت - يساعدك على النوم.
- تعمل أمازون الآن على جعل Alexa يفهم نبرة صوتك لمعرفة ما إذا كنت تشعر بالإحباط عند استخدام الذكاء الاصطناعي
- تتوفر خدمة Alexa Voice (AVS) في السحابة.
- السحابة هي مساحة لتخزين البيانات عبر الإنترنت مما يتيح الوصول بسرعة إلى البيانات في أي مكان في العالم.

Exercises on Lesson 1

1 Choose the correct answer:

1. Ms. Mogos designs .... to teach children and teenagers about the ethical implications of technology.
   a. cars b. games c. robots d. stories
2. .... is a free programming website for children.
   a. Facebook b. HTML c. Vlaby d. Scratch
3. .... is/are example(s) of important social issues.
   a. Education b. Healthcare
   c. a and b c. None of the previous
4. Ms. Mogos created communities on .... so that educators could share student projects and follow-up the program's implementation.
   a. WhatsApp b.Instagram c. Zoom d. Scratch
5. In 2022, Egypt ranked .... in Africa for its readiness to implement AI technology.
   a. first b. second c. third d. fourth
6. Ms. Mogos designed activities about the effect of .... on different communities and cultures.
   a. AI b. AR c. VR d. a and b
7. .... can play games with you, shop online for you, and help you sleep.
   a. The VR headset b. The fitness tracker c. WhatsApp d. The AI persona
8. One of Ms. Mogos's activities focuses on how an AI .... responds to a person asking for advice.
   a. video chat b. voicebot c. algorithm d. language model
9. .... is a step-by-step procedure used for solving problems or doing computations.
   a. Database b. Suggestion c. Algorithm d. Trial
10. In 2023, AI training programs were piloted with the aim of covering all high schools within .... years.
    a. three b. five c. eight d. ten
11. Amazon designed .... as a voice-controlled virtual assistant to converse in a human-like manner.
    a. Siri b. Cortana c. Kindle d. Alexa

12 .... is a data storage space over the internet which makes it possible to access the data anywhere.
a. A hard disk b. A flash memory c. A cloud d. a and b

2 Put (✓) or (✗):

1. Ms. Mogos designed activities on the impact of AI on various communities and cultures. ( )
2. Scratch is a fee-based programming website for children. ( )
3. The AI job market in Egypt has been growing. ( )
4. The card game "I Love Algorithms" was created by Ms. Mogos to illustrate the implications of machine learning algorithms. ( )
5. Ms. Mogos created communities on Facebook so that educators could share student projects. ( )
6. AI voicebot can respond to a person asking for advice about a snack they should have after exercising. ( )
7. An algorithm is a random set of instructions. ( )
8. Amazon designed Siri to converse in a human-like manner. ( )
9. AI is one of Egypt's top priorities. ( )
10. Egypt formed the National Council for Artificial Intelligence. ( )
11. The Alexa Voice Service (AVS) is stored on a local device. ( )

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Artificial intelligence	a. is a free programming website for children.
2 Scratch	b. is a data storage space over the internet.
3 AI voice-bot	c. is a step-by-step procedure used for solving problems or doing computations.
4 A cloud	d. is one of Egypt's top priorities.
5 An algorithm	e. responds to a person asking for advice about a snack after exercising.

1 .... 2 .... 3 .... 4 .... 5 ....

Lesson 2 Ethics of Using Artificial Intelligence

Artificial Intelligence (AI): It is technology that is able to use human traits of problem-solving, reasoning, and decision-making to perform tasks.

الذكاء الاصطناعي (AI) هو تكنولوجيا قادرة على استخدام صفات البشر في حل المشكلات، والتفكير، واتخاذ القرارات لأداء المهام.

Some common AI tools that you may have used are:

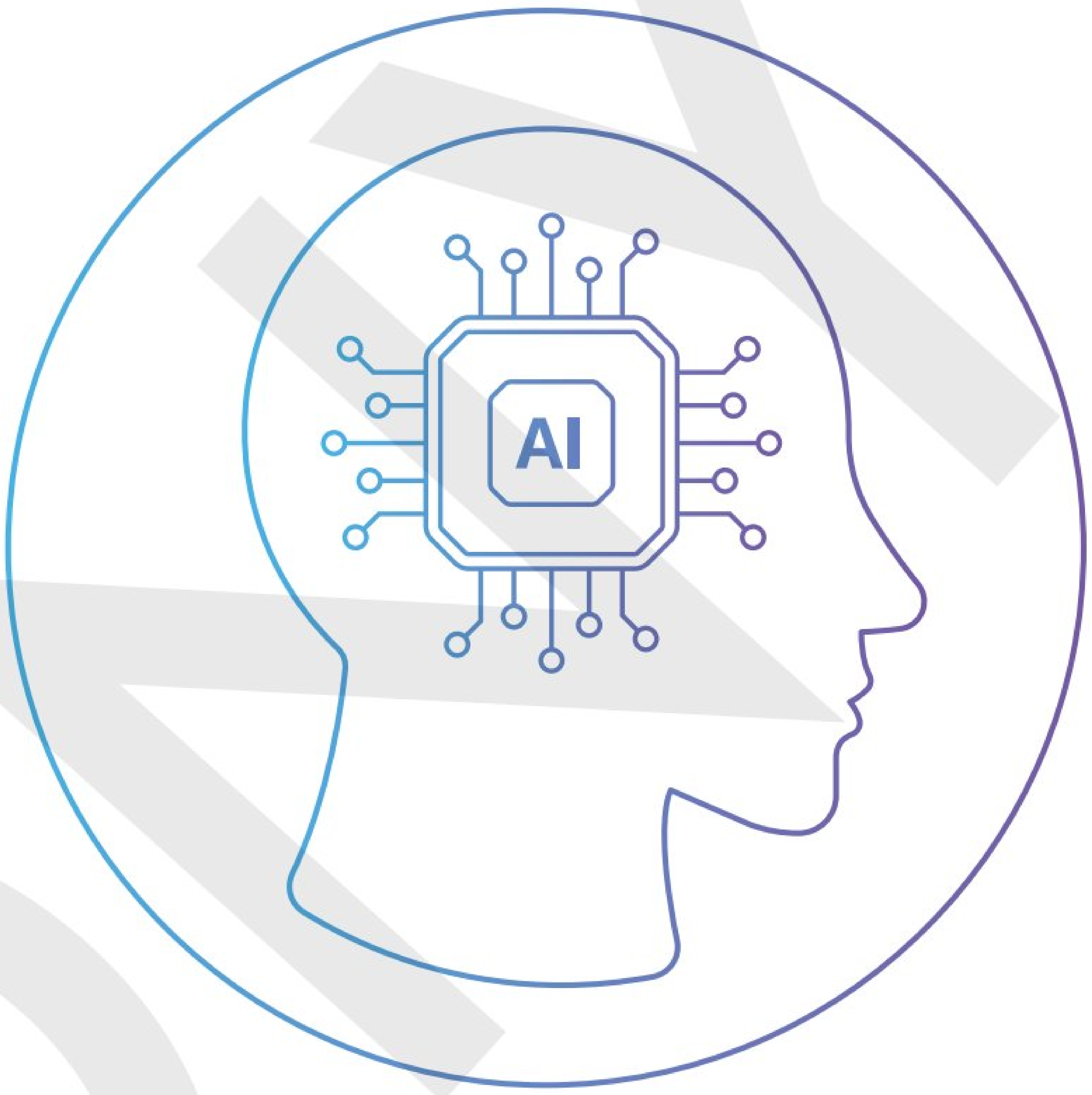
Tool	Usage
Facial Recognition	To unlock your devices. لفتح أجهزتك
Navigation Apps	To guide you to a destination. لإرشادك إلى الوجهة
Smart Home Devices (such as smart thermostats)	To regulate temperature. لتنظيم درجة الحرارة
Digital Voice Assistants	To respond to questions/requests. تستجيب للأسئلة / الطلبات
Email Spam Filters	To prevent dangerous email from reaching your inbox. منع البريد الإلكتروني الخطير من الوصول إلى صندوق الوارد الخاص بك
Social Media Sites	To make connection suggestions to users. تقديم اقتراحات الاتصال للمستخدمين
Chat Windows on Websites	To provide responses from 'chatbots'. تقديم ردود من "chatbots"
Interactive Learning Programs	Is personalized for each user's unique abilities. مخصصة للقدرات الفريدة لكل مستخدم
Language Processing Tools	To provide information and even help you to formulate your writing or responses to something, from simple texts and emails, to coding, to essays and beyond. توفر معلومات حتى تساعدك في صياغة كتابتك أو ردودك على شيء ما، بدءًا من النصوص البسيطة ورسائل البريد الإلكتروني وحتى البرمجة والمقالات وما بعدها.

NOTE:

- Artificial intelligence (AI) depends on algorithms to teach it how to learn to problem-solve, use reasoning, and make decisions.
- يعتمد الذكاء الاصطناعي (AI) على الخوارزميات لتعليمه كيفية التعلم لحل المشكلات، واستخدام التفكير، واتخاذ القرارات.

The Code of Ethics for an AI Designer
قواعد الأخلاق لمصممي الذكاء الاصطناعي

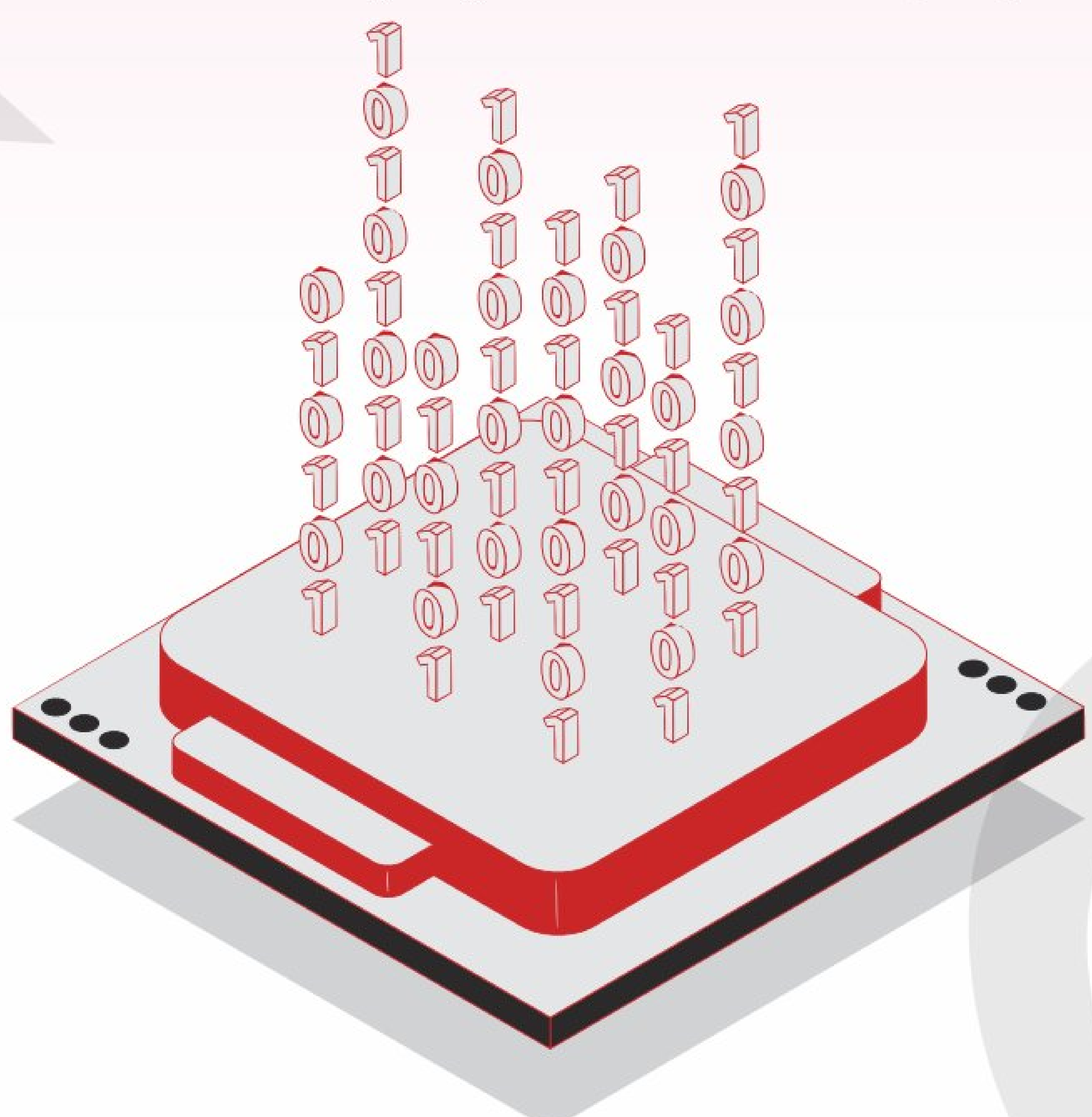
- **Be inclusive:** AI tools should be inclusive to all users, not just a select group.
- **Be unbiased:** Data should be based on fact, not opinion or personal views.
- **Be beneficial:** AI tools should be used to help society, not to take advantage of it.
- **Be transparent:** Be willing to explain how the AI tools work.
- **Be protective:** User privacy and security must be considered when designing AI tools.
- **Be accountable:** If an AI tool doesn't work as it should:
  - Admit the mistake
  - Provide insight on what went wrong
  - Explain what is being done to fix it.



- الشمولية: يجب أن تكون أدوات الذكاء الاصطناعي شاملة لجميع المستخدمين، وليس فقط لمجموعة مختارة.
- عدم التحيز: يجب أن تكون البيانات مبنية على الحقائق، وليس على الرأي أو الآراء الشخصية.
- الإفادة: يجب استخدام أدوات الذكاء الاصطناعي لمساعدة المجتمع، وليس للاستفادة منه.
- الشفافية: كن على استعداد لشرح كيف تعمل أدوات الذكاء الاصطناعي.
- التحفظ: يجب مراعاة خصوصية المستخدم وأمانه عند تصميم أدوات الذكاء الاصطناعي.
- المسئولية: إذا لم تعمل أداة الذكاء الاصطناعي كما يجب: اعترف بالخطأ ، قدم رؤية عن ما حدث خطأ، اشرح ما يتم القيام به لإصلاح الخطأ.

- Some people worry that they can't trust AI. Following previous ethics can help ease people's fears.
- It is also up to users of AI to be ethical. Use these tools to help yourself, to help others, and to help society. Do not use AI tools to invade people's privacy, cheat, or cause harm.
- Language Processing Tools can be invaluable resources of information. However, there are concerns that they can be used to:
  - plagiarize (copy) work
  - create misinformation
  - impersonate people – from famous people to even a family member!
- It's up to you to protect yourself online, even with AI tools that seem helpful.
- Be sure the company or designer behind an AI tool you want to use is following a code of ethics.

- يشعر بعض الأشخاص بالقلق من عدم قدرتهم على الثقة في الذكاء الاصطناعي. إن اتباع الأخلاقيات المذكورة أعلاه يمكن أن يساعد في تخفيف مخاوف الناس.
- من مسئولية مستخدمي الذكاء الاصطناعي أيضًا أن يكونوا أخلاقيين. استخدم هذه الأدوات لمساعدة نفسك ومساعدة الآخرين ومساعدة المجتمع. لا تستخدم أدوات الذكاء الاصطناعي لانتهاك خصوصية الأشخاص أو الغش أو التسبب في الضرر.
- أدوات معالجة اللغة يمكن أن تكون مصادر معلومات لا تقدر بثمن. ومع ذلك، هناك مخاوف من إمكانية استخدامها من أجل سرقة (نسخ) العمل، إنشاء معلومات مضللة، انتحال شخصية الأشخاص - سواء المشاهير أو حتى أحد أفراد الأسرة!
- الأمر متروك لك لحماية نفسك عبر الإنترنت، حتى باستخدام أدوات الذكاء الاصطناعي التي تبدو مفيدة.
- تأكد من أن الشركة أو المصمم الذي أنتج أداة الذكاء الاصطناعي التي تريد استخدامها يتبع قواعد الأخلاق.



Exercises on Lesson 2

1 Choose the correct answer:

1. .... is technology that is able to use human traits of problem-solving, reasoning, and decision-making to perform tasks.
   a. AR b. AI
   c. VR d. None of the previous
2. All the following are common AI tools, except ....
   a. social media sites b. chat windows
   c. email spam filters d. pencils
3. AI depends on .... to learn problem-solving, reasoning, and decision-making.
   a. algorithms b. AR
   c. VR d. none of the previous
4. .... is/are an example of a common AI tool related to unlocking devices.
   a. Navigation apps b. Facial recognition
   c. Smart thermostats d. Chatbots
5. Navigation apps use .... to guide you to a destination.
   a. AI b. AR
   c. VR d. none of the previous
6. Smart thermostats are smart home devices that use AI to ....
   a.play music b. cook food
   c. regulate temperature d. clean the room
7. Digital voice assistants are primary used to ....
   a. drive cars b. cook food
   c. respond to questions/requests d. none of the previous
8. .... prevent dangerous email from reaching your inbox.
   a. Navigation apps b. Facial recognition
   c. Chat windows d. Email spam filters
9. Social media sites use AI to suggest .... to users.
   a. connections b. devices
   c. locations d. d. None of the previous
10. Chat windows are AI tools that provide responses from ....
    a. chatbots b. algorithms c. virtual reality d. printers

11 .... provide personalized learning for each user's unique abilities.
a. Navigation apps
b. Interactive learning programs
c. Email spam filters
d. Language processing tools

12 .... help you formulating your writing or responses.
a. Facial recognition
b. Navigation apps
c. Language processing tools
d. Chat windows

13 Data used in AI should be based on ....
a. opinions
b. facts
c. personal views
d. popular trends

14 If an AI tool doesn't work as it should, what should be done?
a. Admit the mistake
b. Provide insight on what went wrong
c. Blame the user
d. a and b

2 Put (✓) or (✗):

1 Users of AI do not need to be ethical. ( )
2 AI uses human traits like problem-solving and reasoning to perform tasks. ( )
3 Digital voice assistants respond only to email messages. ( )
4 AI tools should be inclusive to all users. ( )
5 Navigation apps use AR to guide you to a destination. ( )
6 Email spam filters aim to ensure dangerous emails reach your inbox. ( )
7 AI tools are not used in writing essays. ( )
8 Chatbots on websites provide responses through chat windows. ( )
9 It's not necessary to protect yourself online when using AI tools. ( )
10 User privacy and security are important when designing AI tools. ( )
11 Transparency in AI tools involves hiding how they work. ( )
12 Language processing tools may be used to plagiarize work. ( )
13 AI tools should be beneficial and used to help society. ( )
14 Language processing tools never create misinformation. ( )

3 Complete the missing parts using the words between the brackets:

(Facial recognition - Smart thermostats - Email spam filters - Chat windows - Navigation apps)

1 .... are used to regulate temperatures.
2 .... provide responses through 'chatbots'.
3 .... are used to guide you to a destination.
4 .... is used to unlock your devices.
5 .... prevent dangerous email from reaching your inbox.

Test Yourself on Lessons 1&2

1 Choose the correct answer:

1. Navigation apps use AI to ....
   a. check email b. unlock devices
   c. lead you to your destination d. none of the previous
2. Language processing tools may be used to ....
   a. impersonate people b. create misinformation
   c. plagiarize work d. all the previous
3. Smart thermostats are used to ....
   a. cook food b. regulate temperature
   c. unlock devices d. check email
4. .... is a free coding website for children.
   a. HTML b. Java c. Linux d. Scratch
5. .... is/are personalized for each user's unique abilities.
   a. Interactive learning programs b. Email spam filters
   c. Navigation apps d. Facial recognition
6. Chat windows are .... tools that provide responses from chatbots
   a. AI b. AR c. offline d. none of the previous
7. .... is (are) examples on Voice-controlled virtual assistants.
   a. Siri b. Alexa c. scratch d. both a and b

2 Put (✓) or (✗):

1. Facial recognition is a common AI tool used to unlock devices. (   )
2. Alexa is a voice-controlled virtual assistant designed by Google. (   )
3. The AI persona can play games, shop online, and help you sleep. (   )
4. Data used in AI should be based on personal views. (   )
5. An algorithm is a step-by-step procedure used for solving problems. (   )
6. The creators of an AI tool need to follow a code of ethics. (   )
7. Chat windows prevent dangerous email from reaching your inbox. (   )
8. A hard drive is an online data storage device for accessing data anywhere. (   )

Lesson 3 E-Commerce

E-commerce It's the buying and selling of goods and services on the internet.

التجارة الإلكترونية: هي عملية شراء السلع والخدمات وبيعها عبر الإنترنت.

- There are many online shops. It can be a bit overwhelming for some consumers, as there is so much choice.
- Experienced consumers use technological research tools to help them make the best purchasing decisions.

- يوجد العديد من المتاجر عبر الإنترنت. وقد يسبّب هذا الكمّ من الخيارات ارتباكًا للمستهلكين.
- يستخدم المستهلكون الخبراء أدوات البحث التكنولوجي لمساعدتهم في اتّخاذ قرارات شراء أفضل.

Some technological research tools that can be used when shopping online.

بعض أدوات البحث التكنولوجي التي يمكن استخدامها عند التسوّق عبر الإنترنت.

1 Search Engines



- Search engines can be used to find information about anything, including product and website information.
- Search engines are important technological research tools. They provide articles about products, and links to relevant shopping sites.
- They can help consumers make their decisions.
- For example, if a consumer wants to shop for clothes that are suitable for the environment they live in, a search engine will provide quick results, as well as a short description for each result for the consumer to click on and ultimately choose.

- يمكن استخدام محركات البحث للعثور على معلومات عن أيّ موضوع، بما في ذلك المعلومات عن المنتجات والمواقع الإلكترونية.
- تعد محركات البحث أدوات بحث تكنولوجية مهمة. تقدم مقالات حول المنتجات وروابط لمواقع التسوق ذات الصلة.
- يمكن أن تساعد المستهلكين في اتخاذ قراراتهم.
- فمثلًا، إذا أراد مُستهلِك شراء ملابس مناسبة للبيئة التي يعيش فيها، سيزوّده محرّك البحث بنتائج سريعة وبوصف موجز لكلّ قطعة ملابس، وما على المستهلك سوى النقر على هذه المعلومات واختيار إحدى القطع في نهاية المطاف.

Theme 3

2 Comparison Websites مواقع المقارنة الإلكترونية



- Consumers use comparison websites to help them compare products.
- Comparisons could be based on the price or quality of the product.
- For example, if a consumer wants to buy a new laptop, they could use a comparison website.
- They provide a range of laptops with a comparison of their features and price points.

- يستخدم المستهلكون مواقع المقارنة الإلكترونية للمقارنة بين المنتجات من حيث السعر أو الجودة.
- فمثلًا، إذا أراد مُستهلِك شراء كمبيوتر محمول جديد، يمكنه استخدام موقع مقارنة إلكتروني أو تطبيق مقارنة يعرض له مجموعة من أجهزة الكمبيوتر المحمولة، مع مقارنة لميزاتها المختلفة وأسعارها.

3 Online Reviews التقييمات عبر الإنترنت



- Online reviews by consumers, or even friends or family members on social media, can also be valuable.
- Most websites share user reviews for products.
- Consumers need to be careful. Some reviews may be fake or exaggerated.
- Information from family and friends is always a helpful way to evaluate potential purchases.

- يمكن لتقييمات المستهلكين عبر الإنترنت، أو حتّى تقييمات الأصدقاء وأفراد من الأسرة عبر مواقع التواصل الاجتماعي، أن تكون أيضًا قيّمة.
- تشارك معظم المواقع الإلكترونية تقييمات المستهلكين للمنتجات.
- لا بدّ أن يتوخّى المستهلكون الحذر؛ إذ بعض التقييمات مزيّفة أو مبالغ فيها.
- تبقى التوصيات الشفوية من الأُسرة والأصدقاء دائمًا وسيلة مساعِدة في تقييم عمليات الشراء المحتملة.

Stocks and Bonds الأسهم والسندات

- **Stock Exchange:** A market where people can buy and sell shares, called stocks.
- **Shares:** Equal parts into which the ownership of a company is divided.
- Stocks/shares give the individual a percentage of ownership in a company.

- **البورصة:** سوق يستطيع الناس من خلاله شراء وبيع الأسهم.
- **الأسهم:** أجزاء متساوية يتم تقسيم ملكية الشركة إليها.
- **الأسهم** تمنح الفرد نسبة في ملكية الشركة.

- The individual makes or loses money depending on the company's performance and activity. This process can be quite risky.
- Companies may lose business and money because of competitors or reviews. Negative online news stories (including rumors and lies) can also affect companies' business.
- Companies can also sell bonds to help raise money.

- يكسب الفرد المال أو يخسره حسب أداء الشركة ونشاطها. هذه العملية يمكن أن تكون محفوفة بالمخاطر.
- قد تخسر الشركات أعمالها وأموالها بسبب المنافسين أو التقييمات. يمكن أن تؤثر القصص الإخبارية السلبية عبر الإنترنت (بما في ذلك الشائعات والأكاذيب) أيضًا على أعمال الشركات.
- يمكن للشركات أيضًا بيع السندات للمساعدة في جمع الأموال.

- Individuals may choose to purchase stocks to support a company they trust.
  - For example, a person who wants to help the environment might want to invest in a green company that helps preserve the environment.
- Stocks and bonds can be bought, managed, and sold through websites. This way people can have more control over their financial decisions.

- يمكن للأفراد اختيار شراء الأسهم لدعم الشركة التي يثقون بها. على سبيل المثال، قد يرغب الشخص الذي يريد مساعدة البيئة في الاستثمار في شركة خضراء تساعد في الحفاظ على البيئة.
- يمكن شراء الأسهم والسندات وإدارتها وبيعها عبر المواقع الإلكترونية. بهذه الطريقة يمكن للناس أن يكون لديهم سيطرة أكبر على قراراتهم المالية.



Exercises on Lesson 3

1 Choose the correct answer:

1. .... is the buying and selling of goods and services on the internet.
   a. E-commerce b. E-learning
   c. Stock exchange d. None of the previous
2. A market for buying and selling stocks is called ....
   a. super market b. stock Exchange
   c. bonds d. None of the previous
3. Consumers use .... to compare products
   a. comparison websites b. Google
   c. social media d. none of the previous
4. Comparisons could be based on the .... of the product.
   a. price b. quality
   c. a and b d. none of the previous
5. Experienced consumers use ...... to help them make purchasing decisions.
   a. research tools b. guesses c. by luck d. none of the previous
6. Companies can sell .... to raise money.
   a. stocks b. reviews c. bonds d. competitors
7. If you want to buy a laptop and use a comparison website, it provides the .... of laptops
   a. features b. prices
   c. cooking recipes d. a and b
8. Consumers should be careful because some reviews may be ....
   a. trusted b. fake c. exaggerated d. b and c
9. Search engines can help .... make their decisions to buy products.
   a. business b. consumers c. sellers d. none of the previous
10. .... are equal parts into which the ownership of a company is divided.
    a. Reviews b. Bonds c. Shares d. Products
11. Consumers use comparison websites to ....
    a. compare products b. read news
    c. play games d. watch videos
12. Information from family and friends is always a .... way to evaluate products
    a. fake b. untrusted c. helpful d. none of the previous

13 A person who wants to help the environment invest in .... company.
a. fast food b. green c. blue d. tobacco

2 Put (✓) or (✗):

1 E-commerce involves only buying and selling goods. (   )
2 The Stock Exchange is a market where people can buy and sell products, (   )
3 Comparisons websites are only based on the color of the product. (   )
4 Reviews by family and friends are useful in evaluating products. (   )
5 Shares represent equal parts of a company's ownership. (   )
6 Search engines can only provide information about product prices. (   )
7 Experienced consumers use technological research tools when shopping online. (   )
8 Companies may sell bonds to raise money. (   )
9 Search engines do not provide links to relevant shopping sites. (   )
10 Stocks and bonds can be bought, managed, and sold through websites. (   )
11 Online reviews are always accurate and trustworthy. (   )
12 Consumers use comparison websites to help them compare products.(   )
13 Stocks/shares do not involve any risk. (   )
14 A search engine provides quick and short product descriptions for consumers. (   )

3 Complete the missing parts using the words between the brackets:

(Comparison websites- fake - E-commerce - quality – Search engines)

1 Be careful, some reviews may be .... to prompt you to buy a product.
2 You can use .... to help you compare products.
3 .... is the buying and selling of goods and services on the internet.
4 .... is an important research tools that provide links to relevant shopping sites.
5 Comparison website usually compare products based on products' price, or ....

Lesson 4 Communicating with Education Service Providers

Educational Service Providers (ESPs): They are sources of information that a student can potentially learn from.

مقدّمو الخدمات التعليمية مصادر للمعلومات يمكن للتلاميذ التعلّم منها.

» They include both profit and non-profit organizations that provide educational support.

ESPs May Include:

1. Online libraries
2. Educational publishing sites
3. Online museums

Examples of ESPs:

1. Alexandria Library
2. Egyptian Knowledge Bank (EKB)

Egyptian Knowledge Bank
بنك المعرفة المصري

تشمل مقدّمو الخدمات التعليمية كلًّا من المنظّمات الربحية وغير الربحية التي تقدّم الدعم التعليمي.

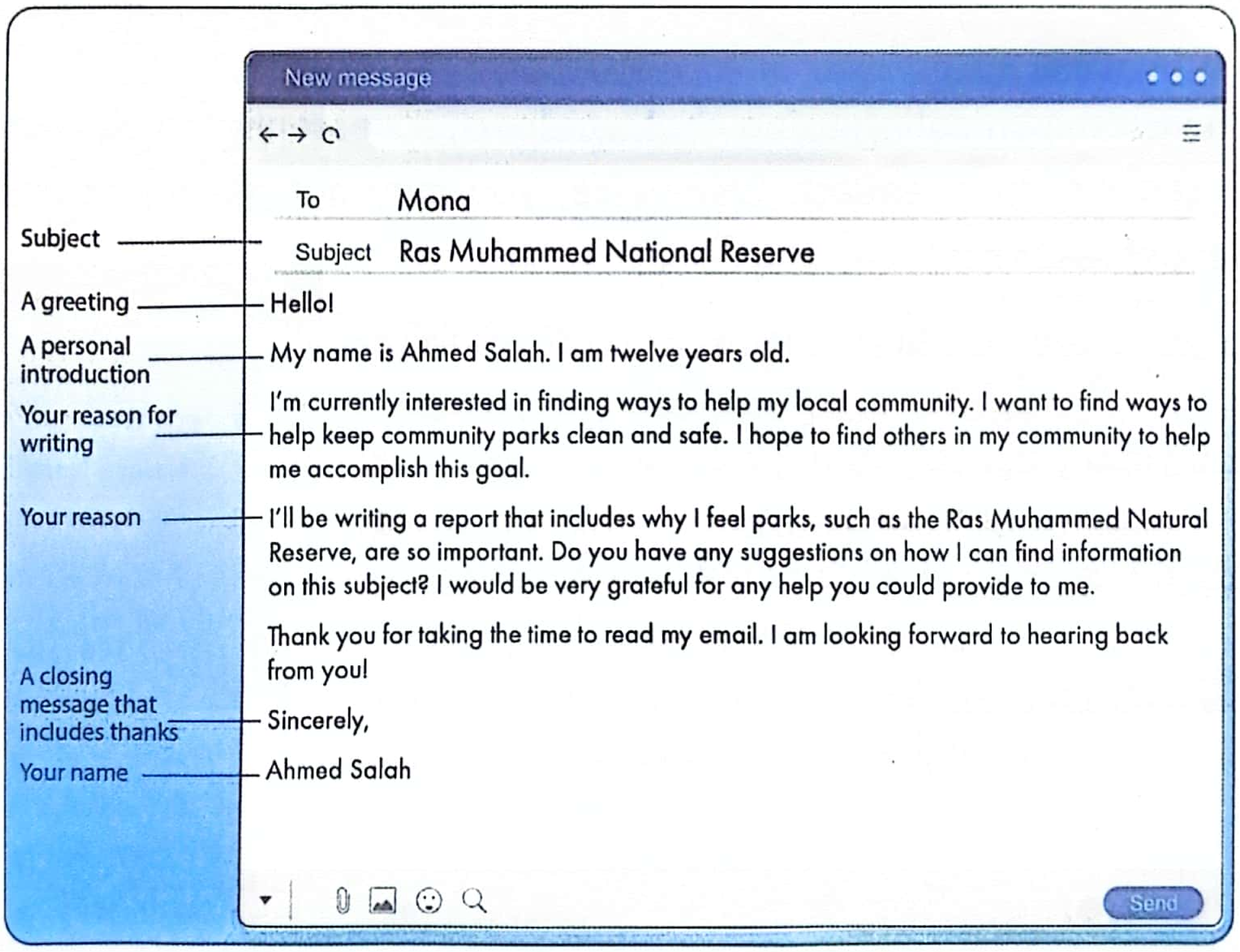
قد تشمل المكتبات عبر الإنترنت ومواقع النشر التعليمية والمتاحف الافتراضية. وتجدر الإشارة إلى أنّ مكتبة الإسكندرية وبنك المعرفة المصري هما مقدّما خدمات تعليمية.

Contacting ESPs

1. **Formally** (Using email)
2. **Less Formally** (Using chat windows)

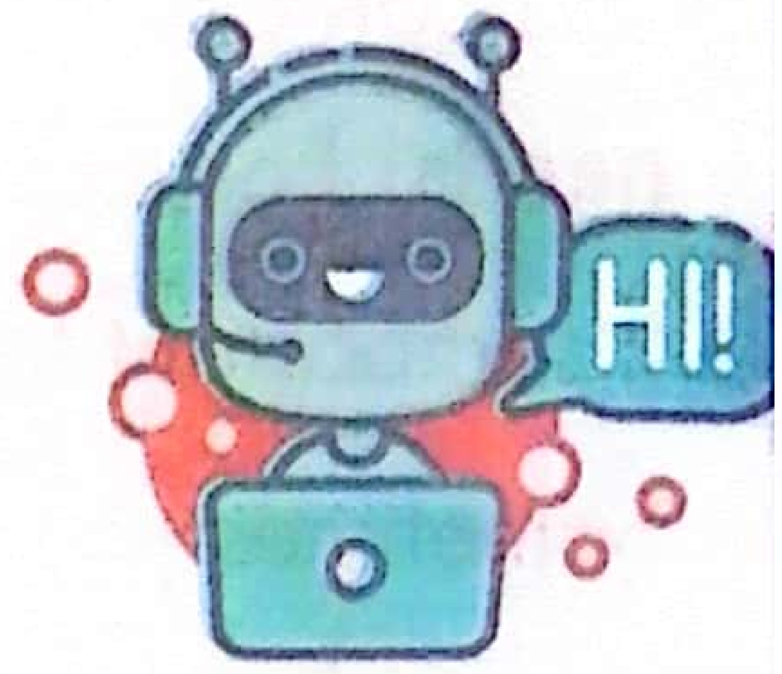
1 Email البريد الإلكتروني

- You can contact ESPs to help you with research, or other educational needs. For example, you can send an email request.
- It's important to be formal when writing to an ESP.
- Sometimes you may get an automatically generated reply thanking you for your email and letting you know when you will receive a reply.
- Look at this email from Ahmed Salah.



- يمكنك التواصل مع مقدّمي الخدمات التعليمية لمساعدتك في البحث أو أيّ احتياجات تعليمية أخرى. فيمكنك مثلًا، إرسال طلب عبر البريد الإلكتروني.
- من المهم أن تكون رسالتك رسمية عند الكتابة لمقدمي الخدمات التعليمية.
- في بعض الأحيان، قد تتلقى ردًا يتم إنشاؤه تلقائيًا يشكرك على بريدك الإلكتروني، ويخبرك بموعد تلقي الرد.

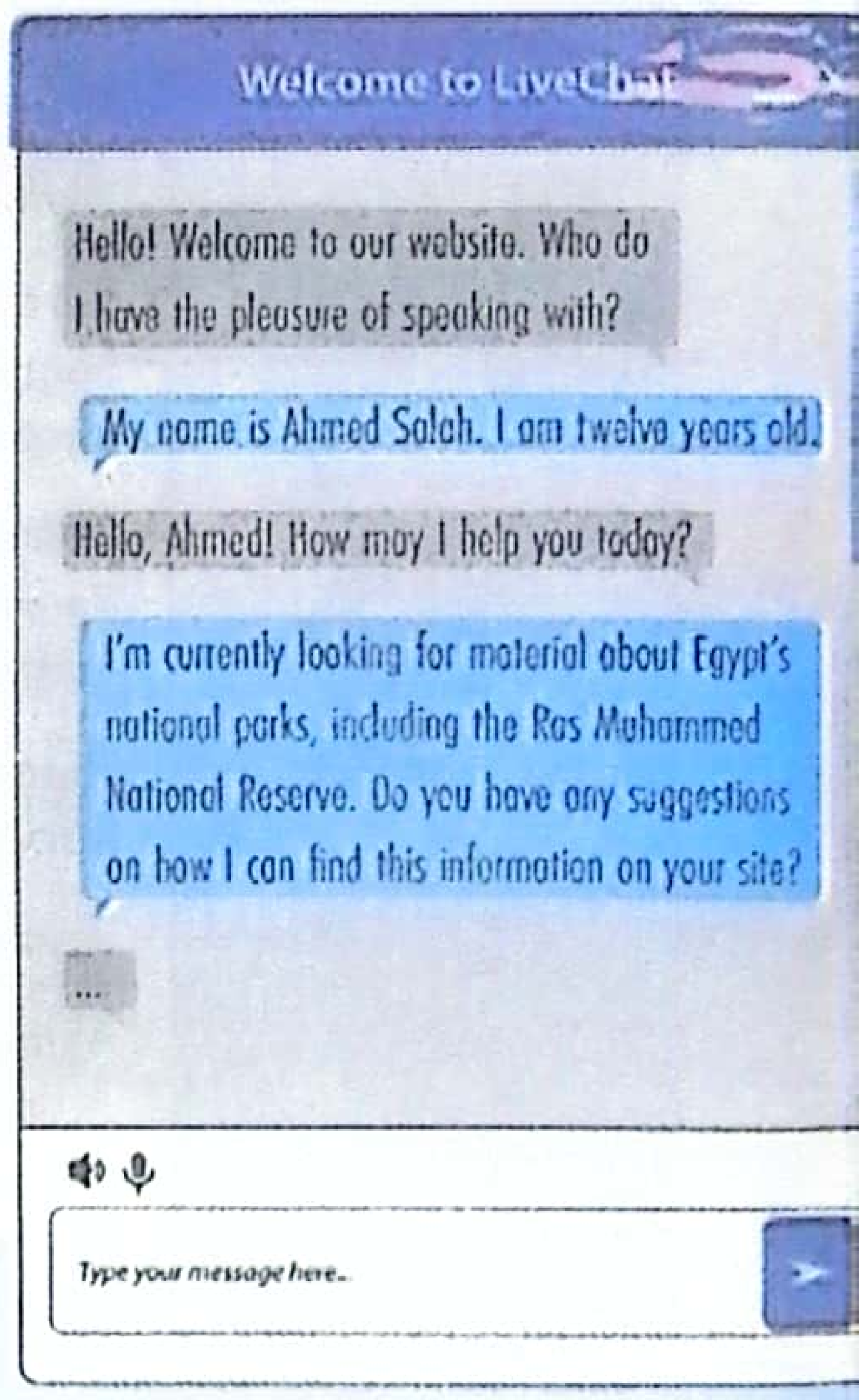
2 Chat windows نوافذ لبدردشة



- You can also communicate with some ESPs using chat windows, if they are included on their website.
- You can be less formal. But you must still be polite, and clear in your request.
- Chat windows usually have chatbots for responses.

Chatbots • They aren't real people; they are artificial intelligence (AI) computer programs designed to respond to questions online.

- When communicating using chat windows, it's essential to be clear and focused on your request. Otherwise, you may not get an accurate or relevant response.



- يمكنك أيضًا التواصل مع مقدّمي الخدمات التعليمية (ESP) من خلال نوافذ الدردشة ، إذا كانت متوفرة على موقع الويب الخاص بهم.
- هنا، يمكنك أن تكون أقل رسمية. إنّما يجب أن تظل مهذبًا وواضحًا في طلبك.
- تحتوي نوافذ الدردشة عادة على روبوتات المحادثة للردّ على الطلبات.
- روبوتات المحادثة ليست أفرادًا حقيقيين، إنّما برامج كمبيوتر تعمل بالذكاء الاصطناعي ومصمّمة للردّ على الأسئلة عبر الإنترنت.
- عند التواصل باستخدام نوافذ الدردشة، من الضروري أن تكون واضحًا ومركزًا في طلبك. وإلا، فقد لا تحصل على إجابة دقيقة أو ذات صلة.

Remember

When writing an email:

- Write the email address of the recipient in the To field.
- Write the title of the message in the Subject line.
- Start your message with greetings, and close the message with endings.

تذكر عند كتابة البريد الإلكتروني:

- اكتب عنوان البريد الإلكتروني للمستلم في الحقل To.
- اكتب عنوان الرسالة في سطر الموضوع.
- ابدأ رسالتك بالتحية، وأغلق الرسالة بالنهايات.

Exercises on Lesson 4

1 Choose the correct answer:

1. .... are sources of information which a student can potentially learn from.
   a. Internet Service Providers b. Educational Service Providers
   c. Social media platform d. Online shopping sites
2. You can communicate with ESPs ....
   a. formally b. less formally
   c. a and b d. none of the previous
3. Educational Service Providers (ESPs) include .... organizations.
   a. profit b. non-profit
   c. a and b d. none of the previous
4. Educational Service Providers (ESPs) may include ....
   a. online libraries b. educational publishing sites
   c. online museums d. all the previous
5. When writing to an ESP, it is important to ....
   a. be formal b. be informal c. use emojis d. none of the previous
6. After sending an email to an ESP, you may receive ....
   a. instant response b. automatically generated reply
   c. personal phone call d. none of the previous
7. .... is/are example(s) of ESPs
   a. Alexandria Library b. EKB
   c. Facebook d. a and b
8. You can contact ESPs using ....
   a. emails b. chat windows c. phone call d. a and b
9. Chatbots are ....
   a. AI software b. real people c. security app d. antivirus
10. You can contact ESPs formally using ....
    a. email b. chat windows c. Facebook d. SMS
11. When writing an email, you should write the title of the message in the ....
    a. To field b. Subject line
    c. CC field d. none of the previous

12. Which element is not typically included in a formal email to an ESP?
    a. Title of the message
    b. Greetings
    c. Emojis
    c. Email address

2 Put (✓) or (✗):

1. Educational Service Providers (ESPs) are only profit organizations. ( )
2. Students cannot learn online from ESPs. ( )
3. When writing to an ESP, it's not important to be formal. ( )
4. Contacting ESPs more formally involves using chat windows. ( )
5. Online museums can be considered as ESPs. ( )
6. The only way to contact ESPs is through email. ( )
7. The title of the email message should be written in the body of the email. ( )
8. Chatbots are real people responding to questions online. ( )
9. You should always be formal when writing to Educational Service Providers (ESPs). ( )
10. When writing an email, it is necessary to include greetings and closing messages. ( )
11. Educational Service Providers (ESPs) include profit and non-profit organizations. ( )
12. When communicating with ESPs, it's necessary to be clear and focused. ( )

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Educational Service Providers	a. are used to communicate with some ESPs less formal.
2 Email	b. they are examples of ESPs.
3 EKB and Alexandria Library	c. they are sources of information used to learn from it.
4 Chatbots	d. is used to communicate with some ESPs formally.
5 Chat windows	e. they are AI apps designed to respond to questions online.

1 .... 2 .... 3 .... 4 .... 5 ....

Test Yourself on Lessons 3&4

1 Choose the correct answer:

1. Formal communication with ESPs can be conducted via ....
   a. email   b. chat windows   c. instant message   d. SMS
2. A person who wants to help the environment invest in .... company
   a. fast food   b. green   c. blue   d. tobacco
3. A market for buying and selling stocks is called ....
   a. e-commerce   b. stock Exchange   c. bonds   d. none of the previous
4. Consumers use comparison websites to .... products
   a. sell   b. buy   c. compare   d. none of the previous
5. When writing an email, you should write the recipient's address in the ....
   a. To field   b. Subject line   c. email's body   d. none of the previous
6. You can contact ESPs using ....
   a. email   b. chat windows   c. video chats   d. a and b
7. Companies may sell .... to raise money.
   a. stocks   b. reviews   c. bonds   d. competitors

2 Put (✓) or (✗):

1. There are many online shops which own websites. (   )
2. Chatbots are real individuals answering online requests. (   )
3. Most websites do not share user reviews for products. (   )
4. Educational publishing sites can be considered as ESPs. (   )
5. Search engines are not important for making purchasing decisions. (   )
6. Always be formal when contacting Educational Service Providers. (   )
7. Consumers are overwhelmed due to the limited options in online shops. (   )
8. Online reviews are always reliable. (   )

Lesson 5 Computational Communication Tools

- You learned about cloud computing and used some of its tools in the firs semester.
- There are other tools of cloud computing that you can use to communicate with everyone at the same time.

Digital communication tools include

1. Video Chats
2. Live Television Shows
3. Instant Chat Rooms

- Real-time communication often allows you to get your message across ir a more engaging way.
- This is especially true when communicating via a video conference.

- تعرفت على الحوسبة السحابية واستخدمت بعض أدواتها في الفصل الدراسي الأول.
- هناك أدوات أخرى للحوسبة السحابية يمكنك استخدامها للتواصل مع الجميع في نفس الوقت.
- أدوات التواصل الرقمية تتضمن محادثات الفيديو، والبرامج التلفزيونية المباشرة، وغرف الدردشة الفورية.
- يتيح لك التواصل الفوري إيصال رسالتك بطريقة تفاعلية أكثر، لا سيّما عند التواصل عبر مؤتمرات الفيديو.

Video Conferencing Platforms

- Two popular video conferencing platforms are:

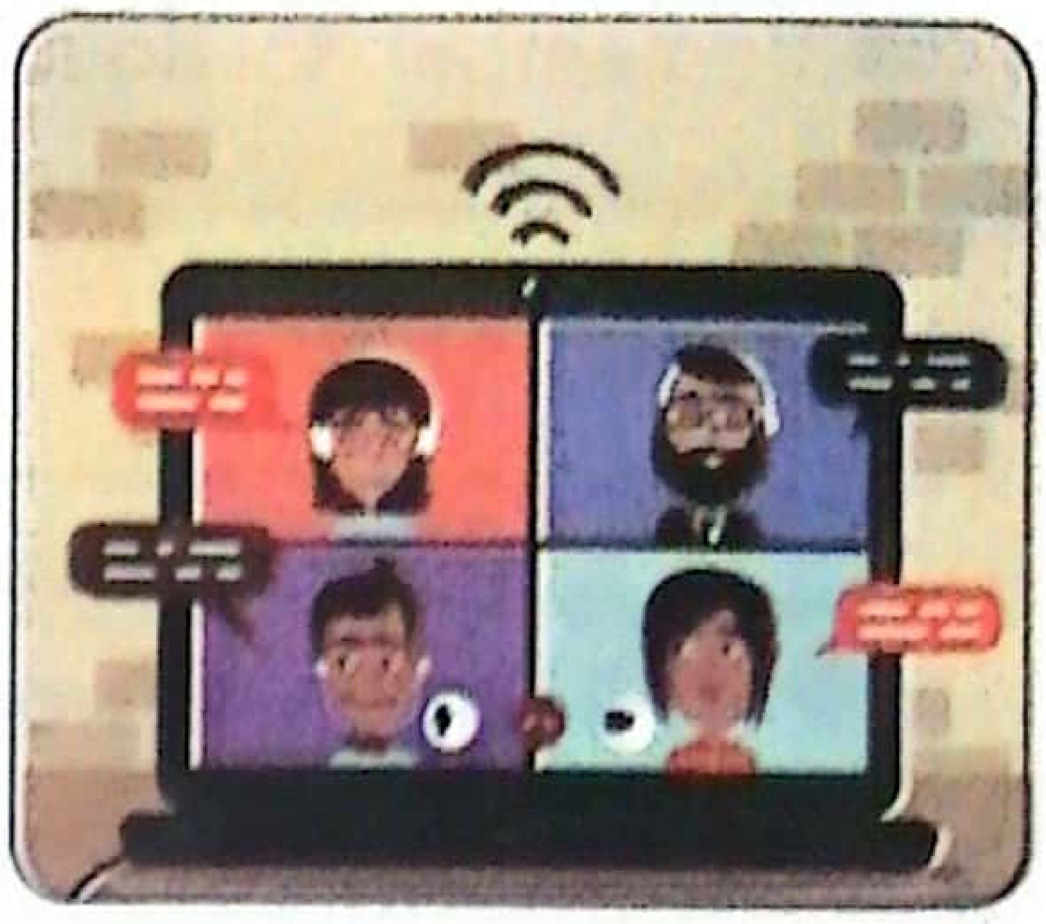
1. Microsoft Teams
2. Google Meet

- While there may be some variety in terms of how each platform runs the basic tools are similar.

- أشهر منصّتين لمؤتمرات الفيديو هما مايكروسوفت تيمز وجوجل مييت.
- على الرغم من الاختلافات الطفيفة في وظائف كلّ منصّة، فإنّ الأدوات الأساسية التي تقدمها متشابهة.



Using Google Meet



1 To Create a Meet:

- Click on New Meeting.
- Then, click on the option that works for you:
    - To start a meeting instantly.

  or
    - To create a meeting for later.
- Once you have created your meeting:
    1. Copy the meeting link that Google provides.
    2. Share it with the meeting participants.

لإنشاء اجتماع:

- اضغط على خيار "اجتماع جديد" ثمّ اضغط على الخيار الذي يناسبك (بدء اجتماع على الفور أو إنشاء اجتماع لوقت لاحق).
- بمجرّد إنشائك الاجتماع، انسخ رابط الاجتماع الذي يوفّره جوجل، وشارِكه مع المشاركين في الاجتماع.

2 To Join a Meet:

- There are two ways you can join a meeting:
    1. You can copy and paste the invite link into your browser.
    2. You can also enter the link into the "Enter a code or link" field.
- Then, click Join.

للانضمام إلى اجتماع هناك طريقتان:

1. يمكنك نسخ رابط الاجتماع ولصقه في متصفّحك.
2. أو إدخال الرابط في حقل "إدخال رمز أو رابط" ثمّ النقر على الزرّ "انضمام".

- Once you're in the Meet, you will be asked to approve the use of microphone and camera.
- Click on the microphone icon for audio, and the camera icon for video.
- To turn either off, just click on the icon again.

- بمجرّد انضمامك إلى الاجتماع، ستُطلب منك الموافقة على أذونات للميكروفون والكاميرا.
- انقر على رمز الميكروفون لتشغيل الصوت وعلى رمز الكاميرا لتشغيل الفيديو.
- ولإيقاف أيّ منهما، ما عليك سوى النقر على الرمز المعني مرّة أخرى.

Theme 3

3 Before Communicating via a Video Conference:

- Remember to double check your connection and software. Fix any glitches.

قبل التواصل عبر مؤتمر فيديو:

- تذكَّرْ أن تتحقّق من اتّصالك بالإنترنت ومن البرامج، أصلِح أيّ عطل.

4 During Your Video Conference:

- Participants will be able to see you unless you turn off your camera.
- Dress appropriately, and be sure to smile and appear friendly.
- Check that your microphone is on when you're speaking, and mute it when you're not.
- Refer to your notes as necessary.
- Always look up and speak while looking at the camera.



أثناء مؤتمر الفيديو تذكَّر الآتي:

- بإمكان المشاركين رؤيتك إلّا إذا أوقفت تشغيل الكاميرا.
- ارتدِ ملابس مناسِبة وحافِظ على ابتسامتك وأظهر سلوكًا وديًّا.
- تحقَّق من أنّ الميكروفون شغّال عند التحدث واكتم الصوت عند عدم استخدامه.
- راجِع ملاحظاتك عند الحاجة.
- احرص على النظر مباشرة إلى الكاميرا أثناء التحدث.

5 After Your Video Conference:

- Send an email to follow up after the meeting.
- In your email, include a summary or a link to the recording of the meeting, if it was recorded.

بعد انتهاء مؤتمر الفيديو:

- أرسِل بريدًا إلكترونيًّا للمتابعة بعد الاجتماع.
- في بريدك الإلكتروني، قم بتضمين ملخص أو رابط لتسجيل الاجتماع، إذا كان مسجلًا.

Exercises on Lesson 5

1 Choose the correct answer:

1. There are many digital communication tools, such as ....
   a. video chats
   b. live TV shows
   c. instant chat room
   d. all the previous answers
2. To create a meeting in Google Meet, click on ....
   a. Join Meeting
   b. New Meeting
   c. Leave Meeting
   d. none of the previous answers
3. To join a meeting, copy and paste the invite link into your browser, then click ....
   a. Start b. Exit c. Join d. Connect
4. Once you're in the Meet, you should .... the use of microphone and camera.
   a. turn off b. approve c. ignore d. remove
5. During your video conference, you should ....
   a. turn off your camera
   b. dress appropriately and smile
   c. ignore the participants
   d. leave the meeting
6. When you aren't speaking in an online meeting, it is recommended to .... the microphone.
   a. turn on b. mute c. remove d. all the previous answers
7. Real-time communication is often ....
   a. more expensive
   b. more engaging
   c. slower
   d. less reliable
8. Google Meet™ is a/an ....
   a. search engine
   b. web browser
   c. video conference app
   d. email service
9. After creating a meeting, you should .... the meeting link.
   a. copy b. share c. ignore d. both a and b
10. The basic tools in Microsoft Teams and Google Meet are ....
    a. similar b. different c. variable d. none of the previous

11. After your video conference, you should ....
    a. send an email to follow up b. delete the meeting link
    c. ignore the participants d. leave the meeting

12. The follow-up email after the video conference should include a ....
    of the meeting.
    a. summary b. complaint c. recipe d. transcript

2 Put (✓) or (✗):

1. Cloud computing tools can be used for real-time communication. (
2. Microsoft Teams and Google Meet™ are video conferencing platforms
   (
3. A video conference is not a means of real-time communication. (
4. There is no need to check the connection and software before a vide
   call. (
5. You can join a meeting by entering the invite link. (
6. Participants can see you if you turn off your camera. (
7. You should mute your microphone when you're not speaking. (
8. Sending a follow-up email after a video conference is not necessary.
   (
9. You can't include a meeting recording link in your follow-up email. (
10. The basic tools in Microsoft Teams and Google Meet™ are different. (
11. You can turn off the microphone or camera by clicking on the icon agai
    (
12. You can include a summary of the meeting in your follow-up email. (

3 Complete the missing parts using the words between the bracket

(New Meeting – turn on – Enter a code or link –
Microsoft Teams – turn off)

1. .... is a popular video conferencing platform.
2. To create a Meet, click on ....
3. Participants will be able to see you if you .... your camera.
4. To join a Meet, you can enter the link into the "............................" field.
5. In a Meet, you should .... your microphone if you are not speakin

Lesson 6 Programming and Digital Problems and How to Solve Them

Programming Languages: They are commands that are provided in sentences for writing computer programs.

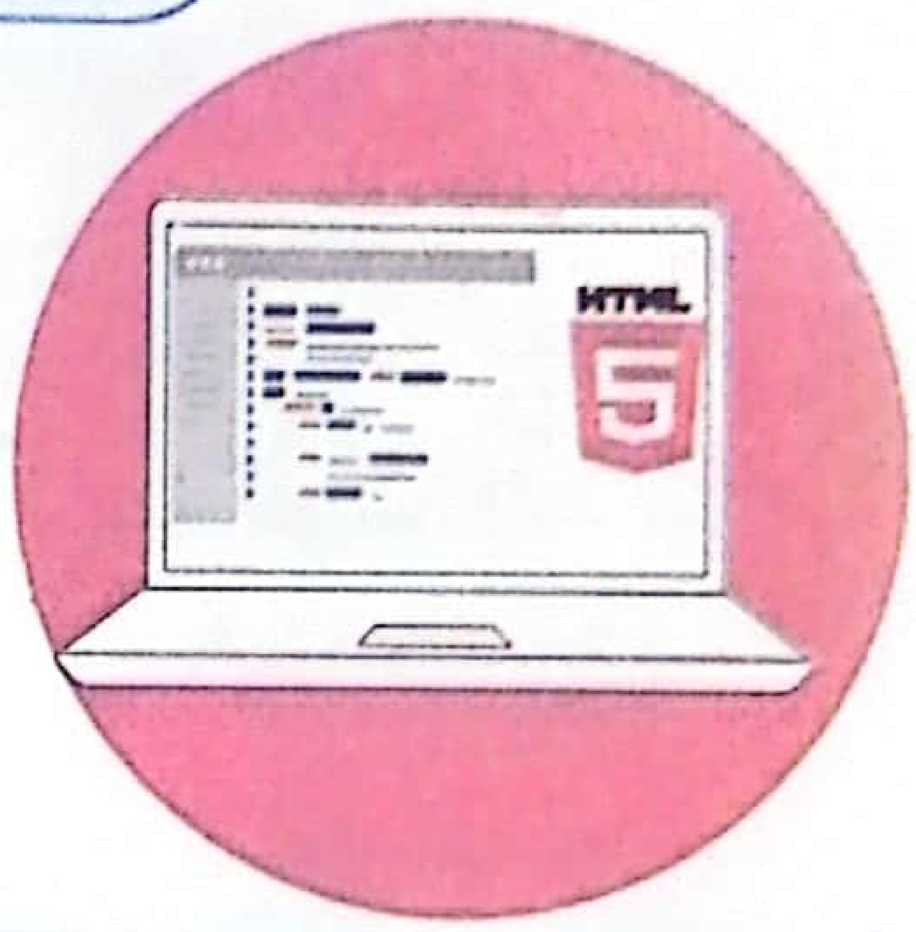
لغات البرمجة: هي أوامر تُعطى على هيئة جُمل لكتابة برامج الكمبيوتر.

1 HyperText Markup Language (HTML):

- It is commonly used to create web pages.
- It is used to create static web content.

« تُستخدم HTML عادة لإنشاء صفحات الويب.

« تُستخدم لإنشاء محتوى ويب ثابت.



2 JavaScript:

- It is used to create dynamic web content.

« تُستخدم لإنشاء محتوى ويب ديناميكي.



Static vs Dynamic Web Content

- Static web content is content that is set and remains the same for every user who visits the website.
- Dynamic web content is content that can be changed based on the individual user's interactions with the app or website.

« محتوى الويب الثابت: المحتوى الذي يوضع ويظلّ على حاله لكل مُستخدِم يزور موقع الويب.

« محتوى الويب الديناميكي: المحتوى الذي يمكن تغييره بناء على تفاعلات المستخدِم مع التطبيق أو موقع الويب.

Common Digital Problems

» Let's look at some common digital problems and possible solutions.

Problem	Possible Solutions
① Corrupted file ملف تالف	• Check that the file was downloaded correctly. • If you're not sure, delete the corrupted file and download it again. • Try opening the file using another program. • Make sure your software version is up-to-date. If it isn't, run the necessary updates. • تأكَّدْ من أنّ الملفّ تم تحميله على نحو صحيح. • إذا لم تكن متأكّدًا، فاحذِف الملفّ التالف وأعِد تحميله. • حاوِل فتح الملفّ باستخدام برنامج آخر. • تأكَّدْ من أنّ البرنامج الذي تستخدمه مُحدَّث. وإذا لم يكن كذلك، أجرِ التحديثات اللازمة.
② Device won't charge جهاز لا يشحن	• Make sure your charging cable is functioning. • If it isn't, replace it with a new cable. • Be sure there are no issues with your electricity or socket at home. • Check for dust and water in the charging port. • Clean the port or remove the water by following the instructions from your device's provider. • تأكَّدْ من أنّ كابل الشاحن يعمل. وإذا لم يكن الأمر كذلك، فاستبدله بكابل جديد. • تأكَّدْ من عدم وجود المشكلات في الكهرباء أو المقبس في المنزل. • تحقَّقْ من غياب الأتربة والماء في منفذ الشحن. • سارِع إلى تنظيف منفذ الشحن أو إزالة الماء وفقًا لتعليمات مورّد الجهاز.

Problem	Possible Solutions
③ **Forgotten password** نسيان كلمة المرور	• Click on the link that confirms you forgot your password. • Follow the steps to create a new password. • In the future, use a password manager application. • Set up strong, unique passwords for each account and remember the master password for the password manager. • انقر على الرابط الذي يؤكّد أنّك نسيت كلمة المرور. • اتّبِع الخطوات لإنشاء كلمة مرور جديدة. • في المستقبل، استخدِم تطبيق إدارة كلمات المرور. • أعِدّ كلمات مرور قويّة وفريدة لكلّ حساب وتذكَّرْ كلمة المرور الرئيسة لهذا التطبيق.
④ **Accidental file deletion** حذف الملف عن طريق الخطأ	• Make sure you can see the "Recycle Bin" or "Trash" feature on your computer, which temporarily stores deleted files. • Regularly back up important files to an external hard drive or cloud storage service. • شغّل "سلّة المحذوفات" على جهاز الكمبيوتر والذي يقوم بتخزين الملفّات المحذوفة مؤقّتًا. • قم بعمل نسخ احتياطي للملفّات المهمّة بانتظام على محرّك أقراص ثابتة خارجية أو خدمة تخزين سحابية.
⑤ **Error message when trying to save a file** ظهور رسالة خطأ عند محاولة حفظ الملف	• Make sure you're not using the name of another file. • Check that you have permission to access the file storage location, such as a local hard drive or cloud storage. • Check to see if your file name includes "special characters", which can prevent the file from saving properly. • تأكّدْ من أنّك لا تستخدم اسم ملفّ آخر. • تأكّدْ من امتلاكك إذنًا للوصول إلى موقع تخزين الملفّات، مثل محرّك الأقراص الثابتة المحلي أو التخزين السحابي. • تحقَّقْ مما إذا كان اسم الملف يحوي "رموزًا مميّزة" قد تمنع حفظ الملفّ.

Exercises on Lesson 6

1 Choose the correct answer:

1. .... are commands that are provided in sentences for writing computer programs.
   a. Programming languages b. Computer systems
   c. Software applications d. Operating systems

2. You should regularly backup important files to ....
   a. an external hard drive b. a cloud storage service
   c. both a and b d. none of the previous answers

3. .... is content that remains the same to every user who visits the website.
   a. Static content b. Dynamic content
   c. Interactive content d. All the previous answers

4. HTML is commonly used for creating ....
   a. AI software b. games c. web pages d. mobile apps

5. Deleting the file and downloading it again is a solution to the problem that ....
   a. the file was accidentally deleted b. the file was corrupted
   c. the file can't be saved d. the device won't charge

6. If your device won't charge, you should check the ....
   a. charging cable b. electricity at home
   c. software update d. both a and b

7. The web content that changes based on the user interactions is called ......
   a. static content b. dynamic content
   c. fixed content d. both a and b

8. The "Recycle Bin" in your computer .... the deleted files.
   a. temporarily stores b. permanently removes
   c. both a and b d. none of the previous answers

9. The .... language is used to create static web content.
   a. HTML b. JavaScript c. C++ d. Java

10. What can you do if a file is corrupted?
    a. Delete it and download it again. b. Open it with another program.
    c. Update my software. d. All the previous answers

11. .... is a programming language used to create dynamic web content.
    a. HTML b. JavaScript c. Scratch d. Python
12. How can you prevent accidental file deletion?
    a. Delete the files regularly. b. Rename files often.
    c. Regularly back up important files. d. Ignore the issue.

2 Put (✓) or (✗):

1. Programming languages are used to write computer programs. (   )
2. JavaScript is primarily used for creating static web content. (   )
3. Corrupted files can be fixed by simply re-downloading them. (   )
4. HTML can only create dynamic web content. (   )
5. JavaScript is commonly used to create dynamic web content. (   )
6. Using the name of another file when trying to save a file can cause an error. (   )
7. Replacing the keyboard cable is a solution if the device won't charge. (   )
8. If your device doesn't charge, try to use another charging cable. (   )
9. Using a password manager is not a reliable solution for managing passwords. (   )
10. You should regularly update your programs to prevent corrupted files. (   )
11. HTML is commonly used to create mobile applications. (   )
12. Dust and water in the charging port can prevent a device from charging. (   )
13. Dynamic web content remains the same for every user. (   )
14. If the file name includes special characters, it may give an error message. (   )
15. If a file is corrupted, try opening it using another program. (   )

3 Complete the missing parts using the words between the brackets:

(JavaScript – Static – Password manager – HTML – Dynamic)

1. .... is a programming language used to create dynamic content.
2. .... web content is the content that remains the same to every user.
3. .... is a reliable application to manage your passwords.
4. .... is commonly used to create static web pages.
5. .... web content is the content that can be changed with time.

Test Yourself on Lessons 5&6

1 Choose the correct answer:

1. .... is the programming language used for creating dynamic web content.
   a. HTML　b. JavaScript　c. Scratch　d. Python
2. .... is (are) among the popular video conferencing platforms.
   a. Google Meet　b. Microsoft Teams　c. Microsoft Office　d. Both a and b
3. HTML is used for creating .... web pages.
   a. static　b. dynamic
   c. both a and b　d. none of the previous answers
4. .... sets up strong, unique passwords for your accounts.
   a. HTML　b. CSS　c. Password manger　d. C++
5. Programming languages are used for ....
   a. surfing the internet　b. writing software programs
   c. powering devices　d. none of the previous answers
6. To create a meeting in Google Meet, click on ....
   a. Join Meeting　b. New Meeting
   c. Leave Meeting　d. none of the previous answers
7. .... is a coding language suitable for updating site content.
   a. HTML　b. CSS　c. C++　d. JavaScript

2 Put (✓) or (✗):

1. HTML is the popular language for creating chatbots. (
2. If a file is corrupted, one of the solutions is to delete it and download again. (
3. Participants can't see you unless you turn on your camera. (
4. Real-time communication is less engaging than other forms of communication. (
5. The basic tools in Microsoft Teams and Google Meet are similar. (
6. Fixing glitches in your connection and software is advisable before a video conference. (
7. Dynamic web content changes based on individual user interactions. (
8. The "Recycle Bin" or "Trash" on your computer permanently deletes files. (

Lesson 7 Using Photo Editing Tools

- You can use photo editing software to alter images, making them look more visually pleasing and professional.
- Graphic designers, photographers, and other creative professionals often use expensive software, such as Adobe Photoshop.
- You can use similar tools for free with **GNU Image Manipulation Program** (GIMP).
- GIMP is open-source software that can be used on different operating systems to change images in any way you want!
- The GIMP program is another creation tool that you can use for presentations.

- يمكنك استخدام برنامج تحرير الصور لتغيير الصور لجعلها تبدو أكثر احترافية وإمتاعًا بصريًا.
- يستخدم مصممو الجرافيك والمصورون وغيرهم من المهنيين المبدعين برامج باهظة الثمن مثل Adobe Photoshop.
- ومع ذلك، يمكنك استخدام أدوات مماثلة مجانًا مع برنامج معالجة الصور (GIMP).
- GIMP هو برنامج مفتوح المصدر يمكن استخدامه على أنظمة تشغيل مختلفة لتغيير الصور بأي طريقة تريدها!
- يعد برنامج GIMP أداة إنشاء أخرى يمكنك استخدامها للعروض التقديمية.

Some of the Things You Can Do with GIMP

1 Retouching تحسين الصورة

- This enhances the photo to make it look more beautiful.
- You can correct flaws in the photo. For example, you can change the red eyes from camera glare to the original color, make the skin look smoother, or change the color of a jacket to make it brighter and more noticeable.
- You can also change the background. If the photo was taken on a cloudy day, you can make the sky seem brighter.



- تسمح لك هذه الميزة تحسين الصورة لجعلها تبدو أكثر جمالًا.
- يمكنك تصحيح العيوب في الصورة. على سبيل المثال، يمكنك تغيير العيون الحمراء من وهج الكاميرا إلى اللون الأصلي، أو جعل البشرة تبدو أكثر نعومة، أو تغيير لون سترة لجعلها أكثر إشراقًا ويلفت الأنظار.
- يمكنك أيضًا تغيير الخلفية. إذا تم التقاط الصورة في يوم غائم، فيمكنك جعل السماء تبدو صافية.

2 Blending دمج الصور

- This combines two images to make them look like one.
- This is useful when you present an idea for something that doesn't exist yet or show what something might look like.

- يجمع هذا بين صورتين لجعلهما تبدوان وكأنهما صورة واحدة.
- هذا مفيد عندما تقدم فكرة عن شيء غير موجود بعد أو تظهر الشكل الذي قد يبدو عليه شيء ما.

3 Special Effects المؤثرات الخاصة

- You can use different filters to add special effects to an image. For example, you can make it look like something is moving in the photo with motion blur or make it look very old with the artistic filter gallery.

- يمكنك استخدام فلاتر مختلفة لإضافة تأثيرات خاصة على الصورة. على سبيل المثال، يمكنك جعلها تبدو وكأن شيئًا ما يتحرك في الصورة باستخدام ضبابية الحركة، أو جعلها تبدو قديمة جدًا باستخدام معرض الفلاتر الفنية.



- GIMP is an efficient and light program, so it doesn't take up a lot of space on your hard drive.
- It's a widely used program, and there are online resources available to help you learn how to use it.
- Although it has a large number of tools, you can customize the interface to show only the tools that you need.
- You can download the GIMP software.
- It is open source and there are many websites that allow you to use GIMP to edit photos online.
- GIMP supports different file formats, and you can convert the image to different formats, such as:
  - PDF
  - GIF
  - JPEG

- GIMP هو برنامج فعال وخفيف؛ لذلك لا يشغل مساحة كبيرة على محرك الأقراص الثابتة.
- إنه برنامج يستخدم على نطاق واسع، وهناك موارد متاحة عبر الإنترنت لمساعدتك على تعلم كيفية استخدامه.
- على الرغم من أنه يحتوي على عدد كبير من الأدوات، إلا أنه يمكنك تخصيص الواجهة لإظهار الأدوات التي تحتاجها فقط.
- يمكنك تحميل برنامج GIMP، إنه مفتوح المصدر وهناك العديد من مواقع الويب التي تسمح لك باستخدام GIMP لتحرير الصور عبر الإنترنت.
- يدعم GIMP تنسيقات ملفات مختلفة، ويمكنك تحويل الصورة إلى تنسيقات مختلفة، مثل PDF أو GIF أو JPEG.

Exercises on Lesson 7

1 Choose the correct answer:

1. .... use photo editing software, such as Adobe Photoshop.
   a. Graphic designers b. Scientists
   c. Doctors d. None of the previous answers
2. The purpose of the photo editing software is to ....
   a. write documents b. create tables
   c. alter images d. surf the internet
3. What does GIMP stand for?
   a. Great Image Manipulation Program
   b. GNU Image Manipulation Program
   c. Good Image Manipulation Program
   d. General Image Manipulation Program
4. GIMP is .... -source software that is used on different operating systems.
   a. open b. closed
   c. both a and b d. none of the previous answers
5. .... is an example of a paid photo editing software.
   a. GIMP b. Adobe Photoshop
   c. MS Word d. Spotify
6. You can correct the .... in a photo using GIMP.
   a. audio quality b. flaws
   c. video frames d. size
7. .... is a free alternative to Adobe Photoshop.
   a. Excel b. Outlook c. GIMP d. MS Word
8. The "Retouching" feature in GIMP software involves ....
   a. enhancing photos b. writing codes
   c. editing videos d. creating animations
9. GIMP photo editing software supports .... file formats.
   a. PDF b. JPEG c. GIF d. all the previous

10 Using the "Blending" feature in GIMP, you can .... two images
a. separate b. delete c. combine d. copy

11 You can add .... to an image using GIMP.
a. audio b. 3D models c. special effects d. extra height

2 Put (✓) or (✗):

1 Photo editing software is used to make images look more professional. ( )
2 With GIMP, you cannot correct the flaws in a photo. ( )
3 GIMP can be used to edit photos online. ( )
4 Adobe Photoshop and GIMP are paid photo editing software. ( )
5 GIMP is a heavy program that requires a lot of disk space. ( )
6 GIMP is closed-source software. ( )
7 GIMP can be used to blend two images together. ( )
8 You can find online resources to learn how to use GIMP. ( )
9 GIMP can only be used on Windows. ( )
10 GIMP allows you to change the color of objects in a photo. ( )
11 You can change images in any way you want with GIMP. ( )
12 GIMP does not support adding special effects to an image. ( )
13 GIMP can be used to make the sky seem brighter in a photo taken on a cloudy day. ( )

3 Complete the missing parts using the words between the brackets:

(Blending – Adobe Photoshop – JPEG – GIMP – Retouching)

1 .... is photo editing software that requires a purchase.
2 .... is a feature in GIMP used to combine two images to make them look like one.
3 .... enhances the photo to make it look more beautiful.
4 .... is open-source software that is available for free
5 GIMP supports different file formats, such as ....

Summary On Theme 3 Digital Citizenship

Lesson 1



- Ms. **Ariam Mogos,** a researcher, learning technologist, and National Geographic Explorer, designs games to educate children and youth about technology's ethical implications.
- In 2015, she initiated a program in Kenya using Scratch for game design, focusing on social issues like education and healthcare.
- She established WhatsApp communities for project collaboration and idea sharing among educators.
- Mogos developed activities about AI's impact on communities and cultures, including an exercise on AI voicebot responses.



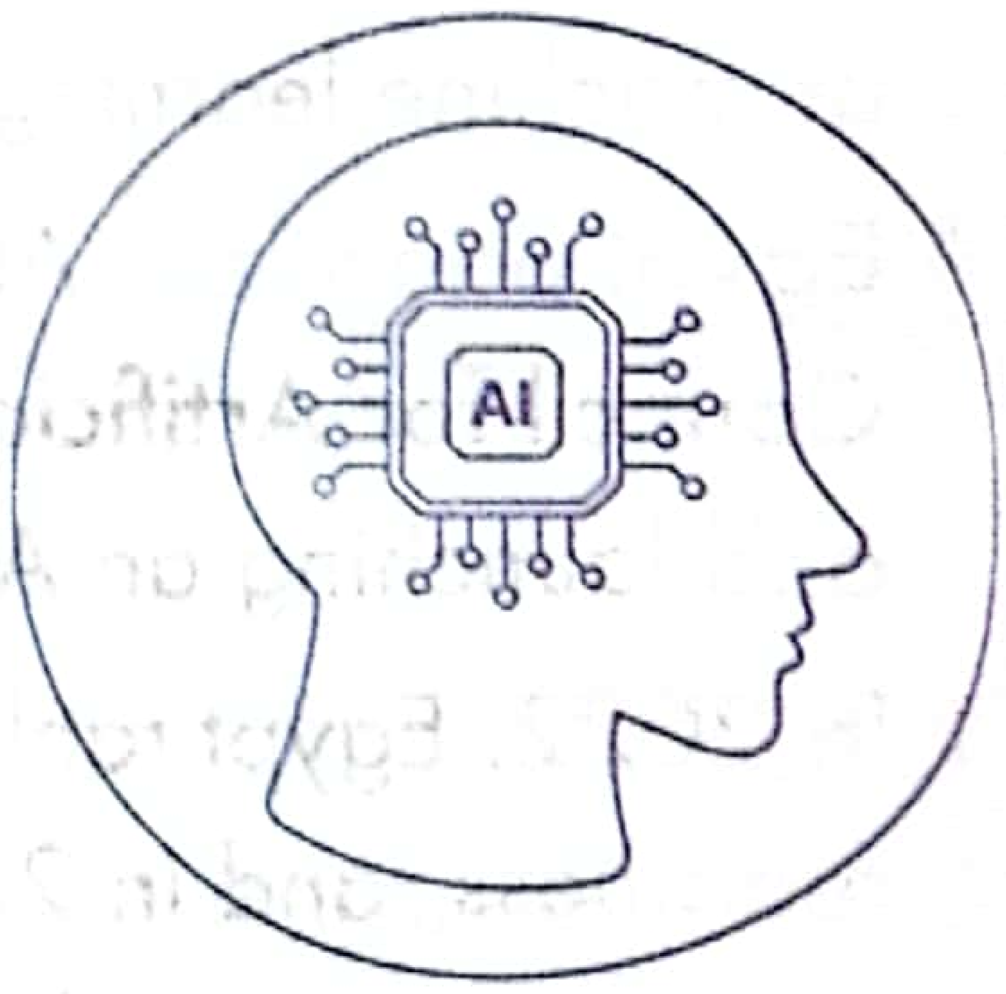
- She also created a card game, "I Love Algorithms," that illustrates the implications of machine learning algorithms.
- **Egypt** prioritizes AI, forming the **National Council for Artificial Intelligence** in 2019 and launching an AI platform in 2021.
- In 2022, Egypt ranked second in Africa for AI readiness, and in 2023, AI training programs aimed to cover all high schools within three years.
- The same year saw the introduction of programs at university innovation hubs in Minia and Qena, reflecting the growing AI job market in Egypt.
- Voice-controlled virtual assistants like **Apple's Siri, Google's Assistant,** and Amazon's Alexa have gained popularity.

SUMMARY on Theme 3

- The AI persona can play games, shop online, and help users sleep.
- The Alexa Voice Service (AVS) is hosted in a cloud.
- A cloud is a data storage space over the internet for quick global data access.

Lesson 2

- Artificial intelligence (AI) is technology that uses human problem-solving, reasoning, and decision-making traits.
- Common AI tools include:
  - Facial recognition
  - Navigation apps
  - Smart home devices
  - Digital voice assistants
  - Email spam filters
  - Chatbots
  - Social media connection suggestions
  - Interactive learning programs
  - Language processing tools



- AI depends on algorithms to learn problem-solving, reasoning, and decision-making.
- AI designers should follow some ethics: be inclusive, unbiased, beneficial, transparent, protective of user privacy and security, and accountable for any tool malfunctions.
- Users of AI should also be ethical, using AI tools to help themselves, others, and society, but not to invade privacy, cheat, or cause harm.
- Language processing tools are invaluable resources, but they can be misused for plagiarism, misinformation, and impersonation.
- Users must ensure that the AI tool's developer follow a code of ethics.

Lesson 3

- E-commerce is the buying and selling of goods and services on the internet.
- Experienced consumers use technological research tools to make the best purchasing decisions.
- Search engines can be used to find information about anything, including products and website information. They can help consumers make their decisions.

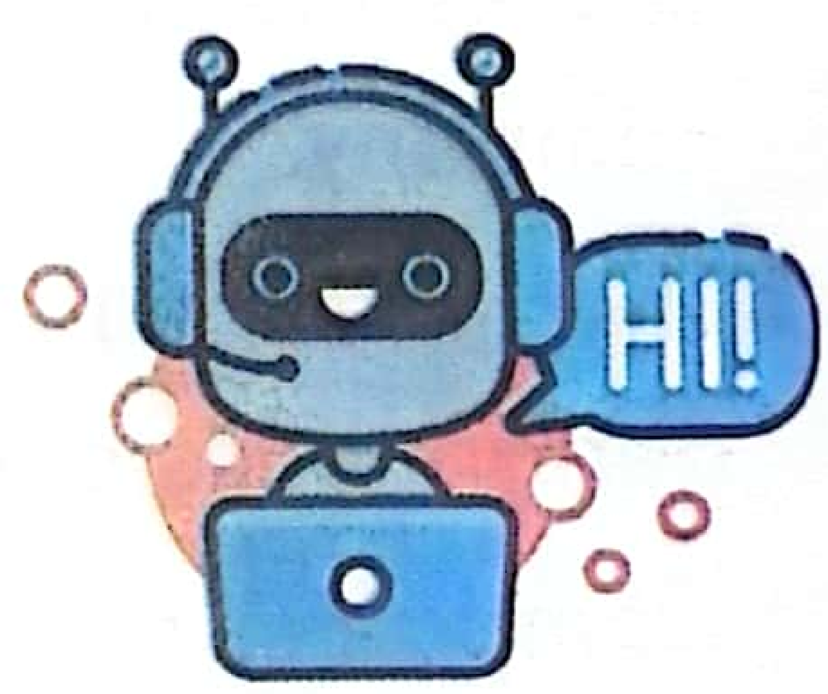


- Consumers use comparison websites to help them compare products. Comparisons could be based on the price or quality of the product.
- Online reviews by consumers, or even friends or family members on social media, can also be valuable.
- Consumers need to be careful. Some reviews may be fake or exaggerated.
- A stock exchange is a market where people can buy and sell shares, called stocks.
- Stocks therefore give the individual a percentage of ownership in a company.
- The individual makes or loses money depending on the company's performance and activity.
- Companies can also sell bonds to help raise money.
- Individuals may choose to purchase stocks to support a company they trust.
- Stocks and bonds can be bought, managed, and sold through trusted and official websites. This way, people can have more control over their financial decisions.



Lesson 4

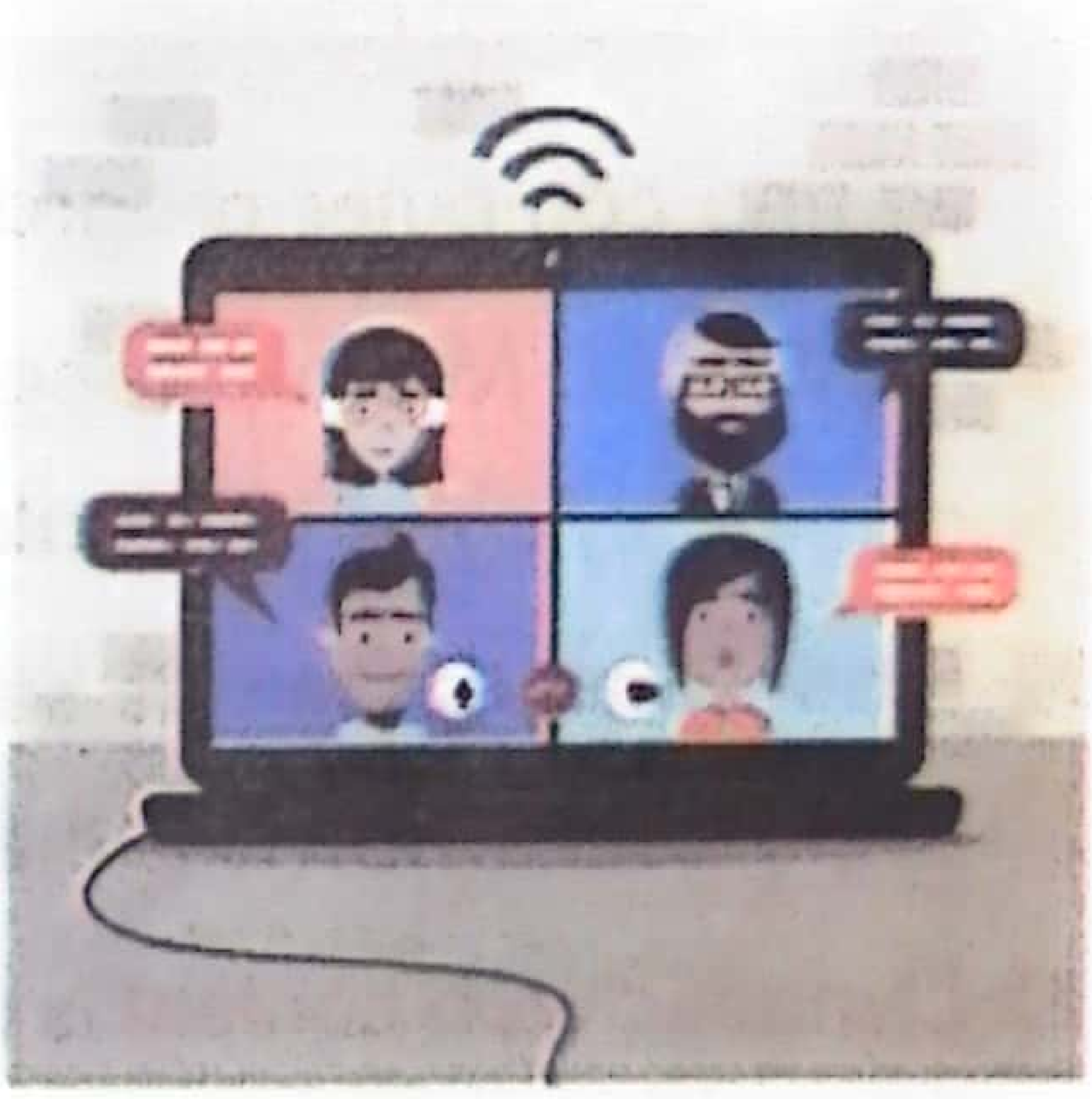
- Educational service providers (ESPs) include both profit and non-profit organizations that provide educational support.
- ESPs are sources of information that a student can potentially learn from.
- ESPs may include online libraries, educational publishing sites, and online museums.
- **Alexandria Library** and **Egyptian Knowledge Bank** are two well-known ESPs.
- You can contact ESPs to help you with research or other educational needs. For example, you can send an **email** request. It's important to be **formal** when writing to an ESP.
- Sometimes you may get an automatically generated reply thanking you for your email and letting you know when you will receive a reply.
- You can also communicate with some ESPs using **chat windows** if they are included on their website. It is a bit **less formal**. However, you must still be **polite** and **clear** in your request.
- Chat windows usually have **chatbots** for responses.
- Chatbots aren't real people. They are artificial intelligence (AI) computer programs designed to respond to questions online.



- When communicating using chat windows, it's essential to be as clear and focused in your request as possible. Otherwise, you may not get an accurate or relevant response.

Lesson 5

- There are other tools of cloud computing that you can use to communicate with everyone at the same time (real-time communication).
- This can be done by using digital tools, such as:
  - Video chats
  - Live television shows
  - Instant chat rooms
- Real-time communication often allows you to get your message across in a more engaging way.
- Two popular video conferencing platforms are Microsoft Teams and Google Meet.
- Here are some tips for using video conferencing software via the Google Meet platform:
- To create a Meet: Click on New Meeting.
  – Then click on the option that works for you. The option to start a meeting instantly, or to create a meeting for later.



- Once you have created your meeting, copy the meeting link that Google provides. Share it with the meeting participants.
- To join a Meet, there are two ways you can join a meeting:
  - You can copy and paste the invite link into your browser.
  - You can also enter the link into the "Enter a code or link" field. Then, click Join.
- Once you're in the Meet, you will be asked to approve the use of the microphone and camera. Click on the microphone icon for audio and the camera icon for video.
- To turn off the camera or microphone, just click on the icon again.

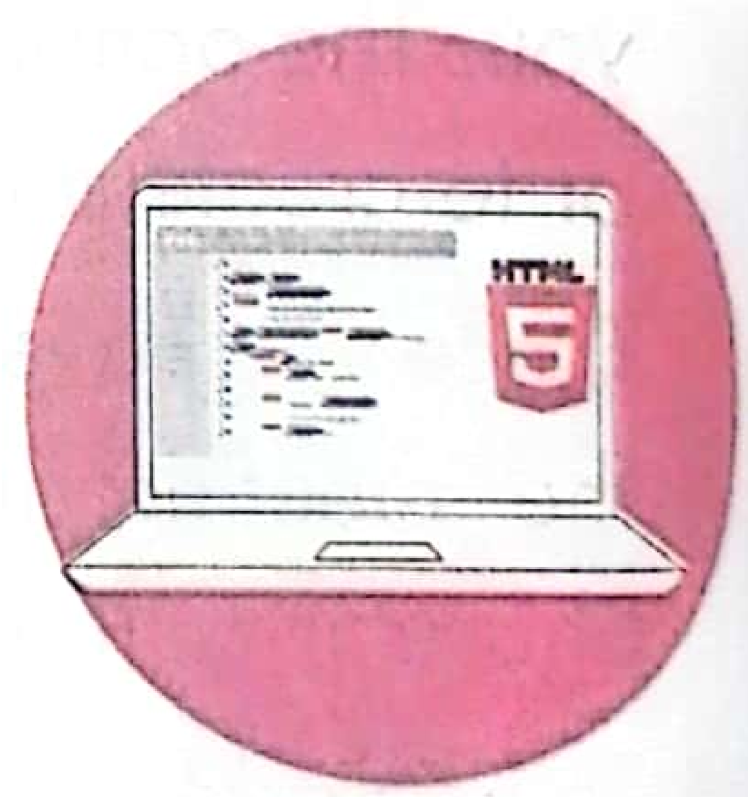
- Before making a video conference, remember to double check your connection and software. Fix any glitches.
- During your video conference, remember that participants will be able to see you unless you turn off your camera. Dress appropriately, and be sure to smile and appear friendly. Check that your microphone is on when you're speaking, and mute it when you're not.



- After your video conference, send a follow-up email. In your email, include a summary of the meeting or a link to the recording of the meeting if it was recorded.

Lesson 6

- Programming languages are commands that are provided in sentences for writing computer programs.
- HyperText Markup Language (HTML) is a language commonly used to create web pages.
- Static web content is set and remains the same to every user who visits the website.
- Dynamic web content is content that can be changed based on the individual user's interactions with the app or website.





- HTML is used to create static web content.
- Programming languages, like JavaScript, allow the creation of dynamic web content.
- Problem: Corrupted file. Possible solutions: Check that the file was downloaded correctly. If you're not sure, delete the corrupted file and

download it again. Try opening the file using another program. Make sure your software version is up-to-date. If it isn't, run the necessary updates.

- Problem: **Device won't charge.** Possible solutions: Make sure your charging cable is functioning. If it isn't, replace it with a new cable. Be sure there are no issues with your electricity or socket at home. Check for dust and water in the charging port. Clean the port or remove the water by following the instructions from your device's provider.
- Problem: **Forgotten password**. Possible solutions: Click on the link that confirms you forgot your password. Follow the steps to create a new password. In the future, use a password manager application. Set up strong, unique passwords for each account and remember the master password for the password manager.
- Problem: **Accidental file deletion.** Possible solutions: Make sure you can see the "Recycle Bin" or "Trash" feature on your computer, which temporarily stores deleted files. Regularly back up important files to an external hard drive or cloud storage service.
- Problem: **Error message when trying to save a file**. Possible solutions: Make sure you're not using the name of another file. Check that you have the right to access the file storage location, such as a local hard drive or cloud storage. Check to see if your file name includes "special characters", which can prevent the file from saving properly.

Lesson 7

- You can use **photo editing software** to alter images to make them look more visually pleasing and professional.
- Graphic designers and photographers use expensive software, such as **Adobe Photoshop**.

SUMMARY on Theme 3

- You can use similar tools for free with GNU Image Manipulation Program (or GIMP).
- GIMP is open-source software that can be used on different operating systems.
- Here are some of the things you can do with GIMP:
  - Retouching enhances the photo to make it look more beautiful. You can correct flaws in the photo.
  - Blending combines two images to make them look like one. This is useful when you present an idea for something that doesn't exist yet or show what something might look like.



- You can add special effects to an image using different filters.
- GIMP is an efficient and light program, so it doesn't take up a lot of space on your hard drive.
- It's a widely-used program, and there are online resources available to help you learn how to use it.
- Although it has a large number of tools, you can customize the interface to show only the tools that you need.
- You can download the GIMP software. Also, there are many websites that allow you to use GIMP to edit photos online.
- GIMP supports different file formats, and you can convert the image to different formats, such as PDF, GIF, or JPEG.

Model Exam 1

1 Choose the correct answer:

1. AI depends on .... to learn problem-solving, reasoning, and decision-making.
   a. algorithms
   b. AR
   c. VR
   d. none of the previous
2. The .... language is used to create static content on the web.
   a. HTML
   b. JavaScript
   c. C++
   d. Java
3. Amazon designed .... as a voice-controlled virtual assistant to converse in a human-like manner.
   a. Siri
   b. Cortana
   c. Kindle
   d. Alexa
4. .... is/are example(s) of ESPs.
   a. Alexandria Library
   b. EKB
   c. Facebook
   d. Both a and b
5. When you aren't speaking in an online meeting, it is recommended to .... the microphone.
   a. turn on
   b. mute
   c. remove
   d. all the previous answers

2 Put (✓) or (✗):

1. Shares represent equal parts of a company's ownership. ( )
2. A video conference is not a means of real-time communication. ( )
3. GIMP does not support adding special effects to an image. ( )
4. Language processing tools can be used to plagiarize work. ( )
5. When communicating with ESPs, it's necessary to be clear and focused. ( )

3 Complete the missing parts using the words between the brackets.

(quality – Scratch – Retouching – Navigation apps – Password manager)

1. .... are used to guide you to a destination.
2. .... enhances the photo to make it look more beautiful.
3. .... is a reliable application to manage your passwords.
4. Comparison websites usually compare products based on the products' price or ....
5. .... is a free programming website for children.

Model Exam 2

1 Choose the correct answer:

1. .... use photo editing software, such as Adobe Photoshop.
   a. Graphic designers b. Scientists
   c. Doctors d. None of the previous
2. A person who wants to help the environment invests in a .... company.
   a. fast food b. green c. blue d. tobacco
3. You can communicate with ESPs ....
   a. formally b. less formally
   c. both a and b d. none of the previous
4. Once you're in the Meet, you should .... the use of microphone and camera.
   a. turn off b. approve c. ignore d. remove
5. Smart thermostats are used to ....
   a. cook food b. regulate the temperature
   c. unlock devices d. check the email

2 Put (✓) or (✗):

1. Online museums can be considered as ESPs. ( )
2. An algorithm is a random set of instructions. ( )
3. GIMP allows you to change the color of the objects in a photo. ( )
4. Online reviews are always accurate and trustworthy. ( )
5. Corrupted files can be fixed by simply re-downloading them. ( )

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Microsoft Teams	a. is a programming language used to create dynamic content.
2 Thermostats	b. help consumers compare products based on their price or quality.
3 JavaScript	c. is a step-by-step procedure used for solving problems or doing computations.
4 Algorithm	d. are used to regulate the temperature.
5 Comparison websites	e. is a popular video conferencing platform.

1 .... 2 .... 3 .... 4 .... 5 ....

Model Exam 3

1 Put (✓) or (✗):

1. Microsoft Teams™ and Google Meet™ are video conferencing platforms. ( )
2. GIMP can be used to edit photos online. ( )
3. Scratch is a fee-based programming website for children. ( )
4. Search engines do not provide links to relevant shopping sites. ( )
5. Dust and water in the charging port can prevent a device from charging. ( )
6. Educational service providers (ESPs) are only profit organizations. ( )
7. The data used in AI should be based on personal views. ( )

2 Choose the correct answer:

1. Educational service providers (ESPs) include .... organizations.
   a. profit
   b. non-profit
   c. both a and b
   d. none of the previous
2. .... is content that remains the same to every user who visits the website.
   a. Static content
   b. Dynamic content
   c. Interactive content
   d. All the previous answers
3. The follow-up email after a video conference should include a .... of the meeting.
   a. summary
   b. complaint
   c. recipe
   d. transcript
4. Social media sites use AI to suggest .... to users.
   a. connections
   b. devices
   c. locations
   d. none of the previous

5. GIMP photo editing software supports .... file formats.
   a. PDF
   b. JPEG
   c. GIF
   d. all the previous answers

6. Companies can sell .... to raise money.
   a. customers
   b. reviews
   c. bonds
   d. competitors

7. Catboats are ....
   a. AI software
   b. real people
   c. security apps
   d. antivirus

8. .... is/are example(s) of important social issues.
   a. Education
   b. Healthcare
   c. Both a and b
   d. None of the previous

Model Exam 4

1 Choose the correct answer:

1. .... is an example of a common AI tool related to unlocking devices.
   a. Navigation app
   b. Facial recognition
   c. Smart thermostat
   d. Chatbot

2. Experienced consumers use .... to help them make purchasing decisions.
   a. research tools
   b. guesses
   c. their luck
   d. none of the previous

3. The basic tools in Microsoft Teams and Google Meet are ....
   a. similar
   b. different
   c. variable
   d. none of the previous

4. JavaScript is a coding language used to create .... web content.
   a. static
   b. dynamic
   c. both a and b
   d. none of the previous

5. GIMP is .... -source software that can be used on different operating systems.

a. open
b. closed
c. both a and b
d. none of the previous

2 Put (✓) or (✗):

1. When writing to an ESP, it's not important to be formal. (   )
2. A search engine provides quick and short product descriptions for consumers. (   )
3. Participants can see you if you turn off your camera. (   )
4. Alexa is a voice-controlled virtual assistant designed by Google. (   )
5. AI tools should be inclusive to all users. (   )

3 Complete the missing parts using the words between the brackets:

(turn off – Blending – Dynamic – cloud – Subject line)

1. When writing an email, you should write the title of the message in the ....
2. A .... is a data storage space over the internet.
3. .... is a feature in GIMP used to combine two images to make them look like one.
4. In a Meet, you should .... your microphone if you are not speaking.
5. .... web content is the content that can be changed with time.

Model Exam 5

1 Put (✓) or (✗):

1. The title of the email message should be written in the body of the email. ( )
2. Photo editing software is used to make images look more professional. ( )
3. Email spam filters aim to ensure that dangerous emails won't reach your inbox. ( )
4. HTML is a popular coding language used to create static web pages. ( )
5. You can turn off the microphone or camera by clicking on the icon again. ( )

2 Choose the correct answer:

1. .... can play games with you, shop online for you, and help you sleep.
   a. VR headsets b. Fitness tracker
   c. WhatsApp d. AI persona
2. If your device won't charge, you should check the ....
   a. charging cable b. electricity at home
   c. software update d. both a and b
3. A market for buying and selling stocks is called ....
   a. a supermarket b. a stock exchange
   c. bonds d. none of the previous
4. There are many digital communication tools, such as ....
   a. video chats b. live TV shows
   c. instant chat rooms d. all the previous answers

5 You can add .... to an image using GIMP.

a. audio
b. video
c. special effects
d. extra height

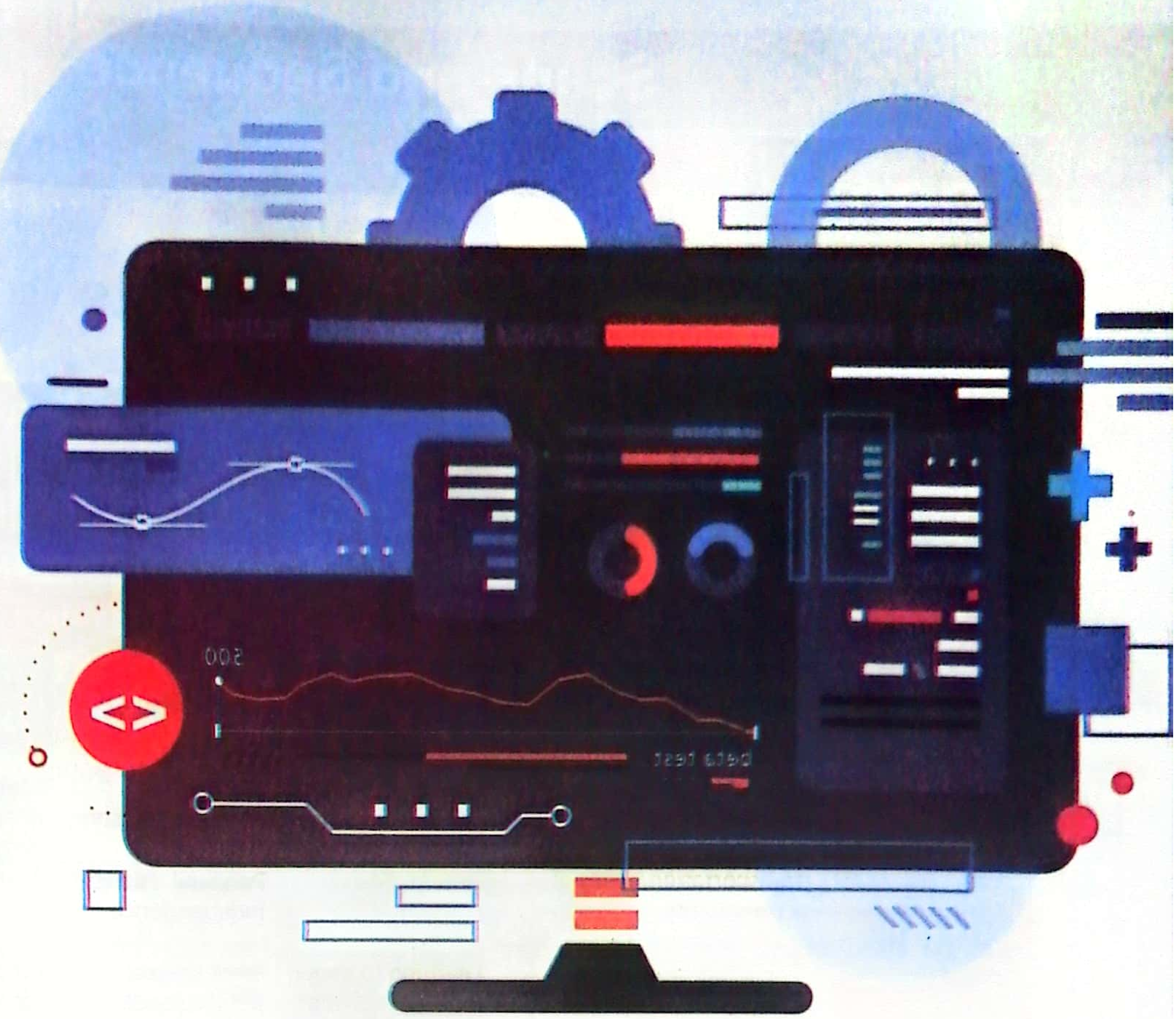
3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 AI voicebot	a. are sources of information that you use to learn from.
2 E-commerce	b. provides responses through 'chatbots'.
3 GIMP	c. responds to a person asking advice about a snack after exercising.
4 ESPs	d. is the buying and selling of goods and services on the internet.
5 Chat windows	e. is open-source software that is available for free.

1 .... 2 .... 3 .... 4 .... 5 ....

Theme 4

Software Projects



Theme Lessons:

Lesson 1 Explorer in Action

Lesson 2 Operating Systems and Software

Lesson 3 Writing and Sharing Reports

Lesson 4 Creating a Presentation

Lesson 5 Creating a Database

Lesson 6 Creating Digital Projects

Scope and Sequence

Theme 2 Software Projects



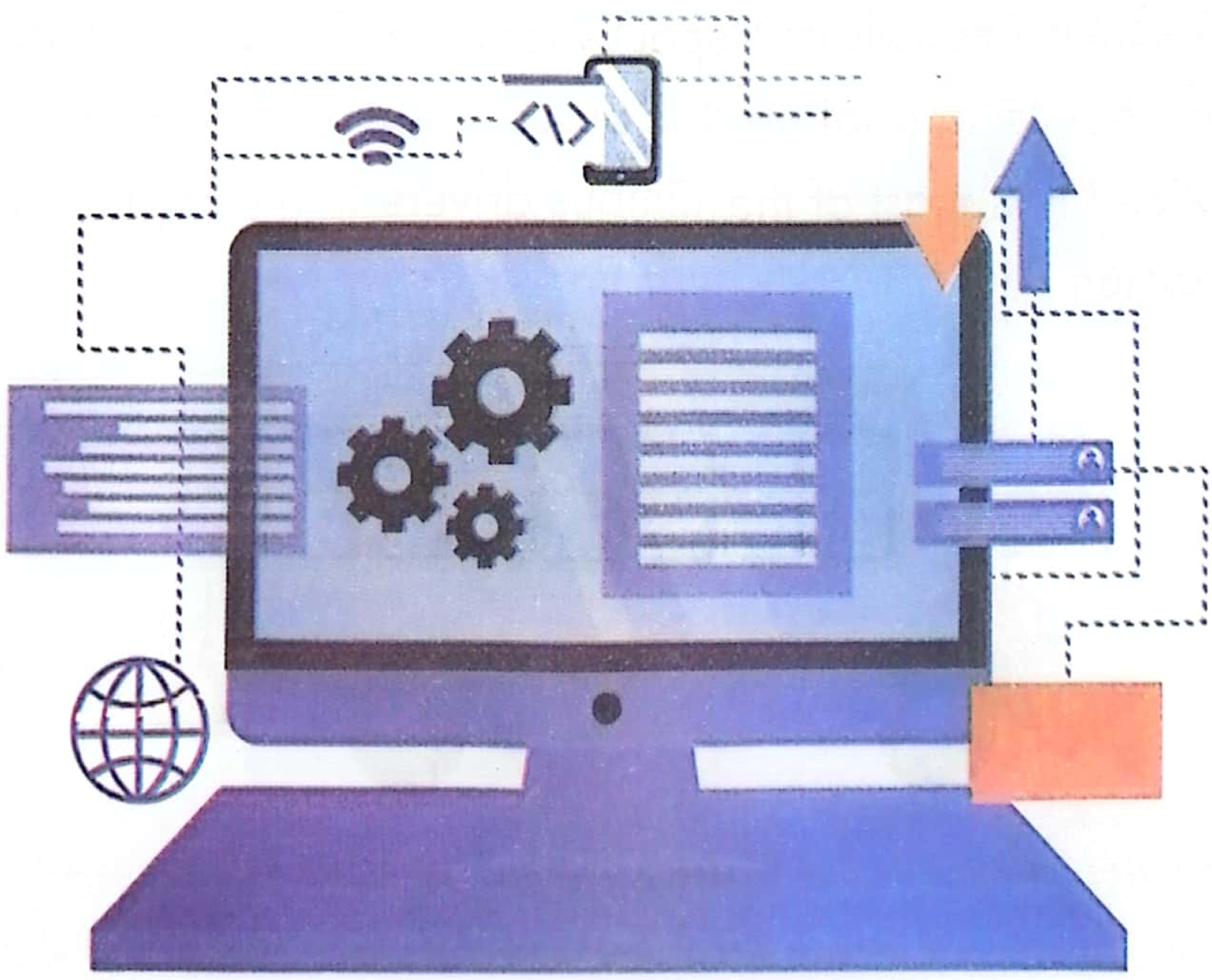
Essential Question: How can we use ICT to help create digital projects

Lesson	Topics	Skills Integration		
		Life Skills	Values	Issues and Challenges
LESSON 1 Explorer in Action	• How ICT tools can improve people's lives • Design an ICT tool for the transportation needs of a community	**Learning to know:** problem solving; financial literacy	**Work values:** entrepreneurship; **Personal values:** independence	**Globalization issues:** financial technology awareness
LESSON 2 Operating Systems and Software	• The importance of computer operating systems • How to change the settings of an operating system	**Learning to know:** problem solving; **Learning to do:** co-operation	**Work values:** perseverance	**Globalization issues:** technological awareness
LESSON 3 Writing and Sharing Reports	• Using Microsoft Word to write a report about a project • Using messaging services to communicate ideas	**Learning to work:** decision making	**Work values:** co-operation; **Practical values:** objectivity	**Globalization issues:** technological awareness; civilizational communication; digital citizenship
LESSON 4 Creating a Presentation	• Using creation tools to express opinions and ideas • How to use different creation tools on Microsoft PowerPoint	**Learning to live:** self-management; **Learning to work:** decision making	**Work values:** co-operation; **Personal values:** independence	**Globalization issues:** digital citizenship; technological awareness
LESSON 5 Creating a Database	• How to use common Microsoft Excel tools • Create a database	**Learning to work:** decision making; **Learning to live:** self-management	**Work values:** co-operation; **Personal values:** independence	**Globalization issues:** technological awareness
LESSON 6 Creating Digital Projects	• What the purpose of a flowchart is • Create a digital project using PowerPoint	**Learning to work:** decision making; **Learning to live:** self-management	**Personal values:** independence; **Work values:** co-operation	**Globalization issues:** technological awareness; civilizational communication

Spotlight on Theme 4

In this theme, you will learn how to write a report or an article using Word.

You will also create a database using Excel and a digital project using PowerPoint, which will outline what you have learned in this theme.



Lesson 1 Explorer in Action

Ms. Sonika Manandhar is:



- A financial technology entrepreneur.
- A National Geographic Explorer.

» She is from Nepal.

» **Her studies focused on:**

The engineering field, robotics and, artificial intelligence at Singularity University at NASA in California.

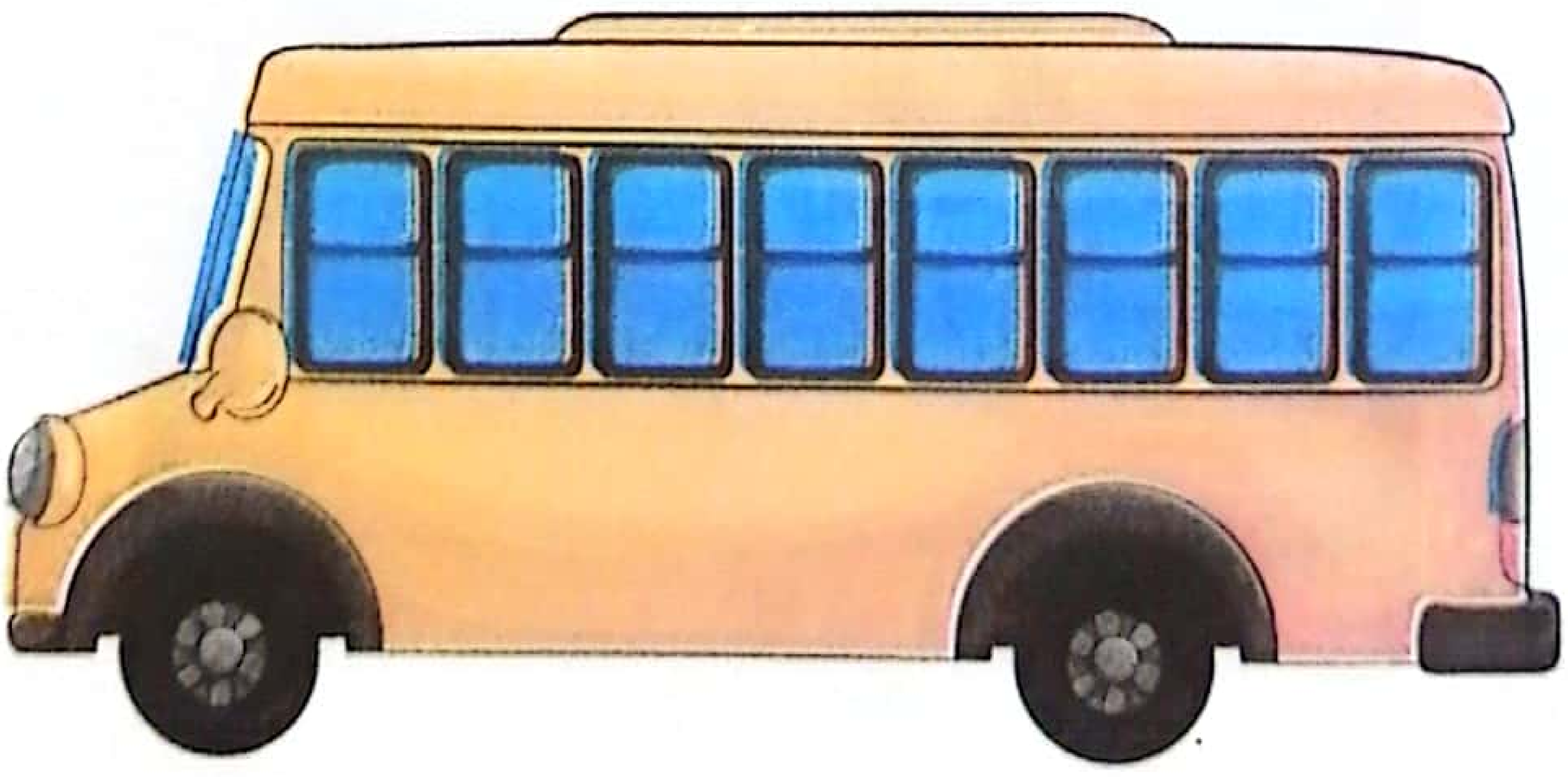
» الآنسة ماناندهار من نيبال، ولقد ركزت دراستها على مجال الهندسة وعلم الروبوتات والذكاء الاصطناعي في جامعة سينغولاريتي التابعة لوكالة ناسا في كاليفورنيا.

Improving the Environment

» Ms. Manandhar wanted to use her knowledge to improve the local environment in Republic of Nepal by reducing the carbon emissions rate.

» She saw that using small electric buses could reduce the emission rate.

» She noticed that most of the minibus drivers in the capital Kathmandu were women.



» أرادت السيدة ماناندهار توظيف معرفتها لتحسين البيئة المحلية في جمهورية نيبال عن طريق خفض معدل انبعاثات الكربون.

» رأت ماناندهار أن استخدام الحافلات الكهربائية الصغيرة يمكن أن يقلل من معدل الانبعاثات.

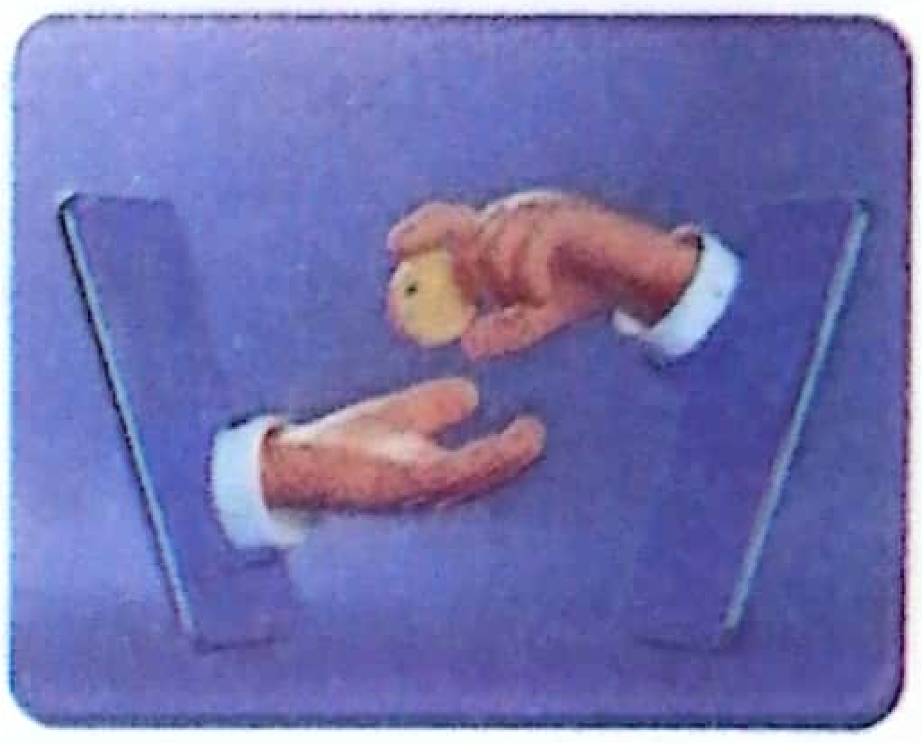
» لاحظت أن معظم سائقي الحافلات الصغيرة في العاصمة كاتماندو هم من النساء.

The Fintech Company Aloi

- In 2019, Ms. Manandhar co-founded the fintech company Aloi.
- Aloi is a company that helps people use financial services.
- Aloi helps women minibus drivers in the Republic of Nepal to get low-interest loans. These loans are used to:
  1. Buy electric minibuses.
  2. Upgrade existing electric minibuses with long-lasting lithium-ion batteries.
- They receive and repay the loans through the company's platform, which is simpler and faster to use than most current bank loan procedures.

- في عام 2019، شاركت السيدة ماناندهار في تأسيس شركة التكنولوجيا المالية Aloi.
- Aloi هي شركة تساعد الناس على استخدام الخدمات المالية.
- تساعد الشركة سائقات الحافلات الصغيرة في جمهورية نيبال في الحصول على قروض منخفضة الفوائد.
- تستخدم هذه القروض في:
  1. شراء حافلات صغيرة كهربائية. 2. تحديث الحافلات الصغيرة الكهربائية الموجودة ببطاريات ليثيوم أيون طويلة الأمد.
- تحصل السائقات على القروض ويسددنها من خلال منصة الشركة، وهي أبسط وأسرع في الاستخدام من معظم إجراءات القروض المصرفية الحالية.

- When the funder approves a loan, the business owner gets a digital token.
- She spends the token with an approved seller, such as an electric vehicle seller.
- Then, the business owner pays the funder back each month from the profits of her business.
- All financial transactions are sent via SMS (text), without the need to use the internet.



- The platform reports the payment information, so the funders know exactly how the loans were spent and how much is paid back.
- Passengers can schedule rides on the company's website and make payments using digital tokens or mobile wallets.

- عندما يوافق المموّل على القرض، تحصل صاحبة العمل على رمز رقمي.
- تقوم بإنفاق الرمز المميز مع بائع معتمد، مثل بائع سيارات كهربائية.
- تقوم صاحبة العمل بسداد المبلغ للممول كل شهر من أرباح مشروعها.
- يتم إرسال جميع المعاملات المالية عبر الرسائل النصية القصيرة SMS، دون الحاجة لاستخدام الإنترنت.
- تقوم المنصة بإبلاغ معلومات الدفع، حتى يعرف المولون بالضبط كيف تم إنفاق القروض والمبلغ الذي سيتم سداده.
- يمكن للركّاب جدولة رحلاتهم عبر موقع الشركة الإلكتروني وبإمكانهم الدفع باستخدام الرموز الرقمية أو محافظ الهاتف المحمول.

Egypt's First Electric Car

- As part of its strategy to adopt a green economy, Egypt is launching its first locally manufactured electric car.



- In February 2023, the Arab Academy for Science, Technology and Maritime Transport announced the vehicle's specifications, as follows:
  1. The vehicle is designed to accommodate five people.
  2. Its maximum speed is 60 km/hr.
  3. It uses a lithium-ion **battery**.
- The electric car is expected to have an affordable price for the Egyptian market.

- في إطار إستراتيجيّتها لتبنّي الاقتصاد الأخضر، تطلق مصر أوّل سيّارة كهربائية محلّية الصنع.
- في فبراير 2023، أعلنت الأكاديمية العربية للعلوم والتكنولوجيا والنقل البحري، مواصفات تصنيع السيارة فالسيّارة مصمَّمة لتتّسع لخمسة أشخاص، وتسير بسرعة قصوى تبلغ 60 كم/ساعة، وتعمل ببطّارية ليثيوم أيون.
- ومن المتوقّع أن يكون سعر هذه السيّارة مقبولًا ومناسبًا للسوق المصرية.

Information in Exercises

- Scheduling and paying for rides online have become increasingly popular in the past years. Transportation companies can quickly provide their services to a vast number of people at the same time.
- Customers have access to these services anywhere and at any time.
- In Nepal, riders can schedule their rides using social media messaging tools on Facebook and Instagram.
- They can pay for rides using Facebook and Instagram messaging with the digital platform's tokens or their own mobile wallet.
- **Mobile wallet** is an app for storing money. It can be used to:
  1. Send and receive funds.
  2. Pay bills (electricity, water, gas, etc.)
  3. Book travel tickets.
  4. Subscribe to services.
  5. Allow users to access their money and use it electronically anywhere and at any time.



- تزايدت شهرة جدولة الرحلات والدفع مقابلها عبر الإنترنت في السنوات الماضية؛ إذ يمكن لشركات النقل تقديم خدماتها بسرعة لعدد كبير من الأشخاص في نفس الوقت.
- يمكن للعملاء الوصول إلى هذه الخدمات من أي مكان وفي أي وقت.
- في نيبال، يمكن للركاب جدولة رحلاتهم باستخدام أدوات منصات التواصل الاجتماعية للمراسلة على Facebook و Instagram.
- كما يمكنهم الدفع مقابل الرحلات عبر هذه المنصات باستخدام الرموز المميزة للمنصة الرقمية أو محفظة هواتفهم المحمولة.
- المحفظة المحمولة هو تطبيق لتخزين الأموال. يمكن استخدامه لإرسال واستقبال الأموال ودفع الفواتير (الكهرباء والمياه والغاز وغيرها)، وحجز تذاكر السفر، والاشتراك في الخدمات التي تقدمها الشركات. كما تسمح بإمكانية وصول المستخدمين إلى أموالهم واستخدامها إلكترونيًا في أي مكان وفي أي وقت.

Exercises on Lesson 1

1 Choose the correct answer:

1. Ms. Manandhar focused on .... during her studies at Singularity University.
   - a. engineering field
   - b. robotics
   - c. AI
   - d. all the previous answers
2. Aloi is a .... company that helps people use financial services.
   - a. fintech
   - b. healthcare
   - c. transportation
   - d. education
3. In Nepal, passengers can pay for their rides through ....
   - a. digital tokens
   - b. mobile wallets
   - c. both a and b
   - d. cash
4. Ms. Manandhar wants to use her knowledge to ....
   - a. start a business
   - b. improve the local environment
   - c. decrease the carbon emission rate
   - d. study at Google
5. Mobile wallet is an app that can be used to ....
   - a. send and receive money
   - b. pay bills
   - c. book travel tickets
   - d. all the previous answers
6. Egypt is launching its first electric car to adopt a/an ....
   - a. economic development
   - b. green economy
   - c. sustainable transportation
   - d. environmental protection
7. One of the ways to decrease the carbon emission rate is to ....
   - a. use petrol cars
   - b. use electric cars
   - c. increase the number of cars
   - d. increase pollution
8. What does the business owner receive upon loan approval?
   - a. A physical token
   - b. A digital token
   - c. Bank transfer
   - d. Cash

9. The first Egyptian electric car uses a/an .... battery.
   a. lithium-ion
   b. lead-acid
   c. nickel-cadmium
   d. alkaline

10. .... is an app for storing money, and you can use it to pay bills.
   a. Credit card
   b. Mobile wallet
   c. Social media app
   d. Both a and b

11. The loans provided to minibus drivers in Nepal are used for ....
   a. buying electric minibuses
   b. upgrading existing ones
   c. purchasing houses
   d. both a and b

12. All the following are specifications of Egypt's first electric car, except that ....
   a. it can accommodate 5 people
   b. its maximum speed is 120 km/hr
   c. it uses a lithium-ion battery
   d. it has an affordable price

2 Put (✓) or (✗):

1. Ms. Manandhar studied robotics and artificial intelligence. ( )
2. Aloi assists women minibus drivers in Nepal to obtain high-interest loans. ( )
3. The electric minibuses could increase the carbon emission rate. ( )
4. Passengers can schedule rides online through the company's website. ( )
5. The loans obtained through Aloi are used to purchase petrol minibuses. ( )
6. Egypt's first electric car is designed to accommodate seven people. ( )
7. All Aloi's financial transactions are conducted via email. ( )
8. Aloi handles the loans process through traditional banks. ( )

9. Egypt's first electric car is expected to have an expensive price. ( )
10. Starting or growing a business does not require money. ( )
11. Upon loan approval, the business owner receives a digital token. ( )
12. The progress in technology doesn't enhance the lives of people. ( )
13. To adopt a green economy, Egypt is launching its first manufactured electric car. ( )

3 Complete the missing parts using the words between the brackets:

(green economy – Electric – digital – improve the environment – Mobile wallet)

1. Ms. Manandhar wanted to use her knowledge to ....
2. .... is an app used in sending and receiving funds.
3. .... minibuses could decrease the carbon emission rate.
4. When the funder approves a loan, the business owner receives a .... token.
5. Egypt is launching its first electric car to adopt a ....

Lesson 2 Operating Systems and Software

Operating System (OS): It is the **software** that manages a computer's functions, runs the software and hardware, and allows a user to communicate with the computer easily.

نظام التشغيل: هو البرنامج الذي يدير وظائف الكمبيوتر، ويقوم بتشغيل البرامج والأجهزة، ويتيح للمستخدم التواصل مع الكمبيوتر بسهولة.



- An operating system (OS) is the most important software on your computer. Without it, your computer is useless.
- OS coordinates the communication between your hardware and software; the software wouldn't work without it.
- OS ensures that all the software that is running at the same time gets what it needs from the Central Processing Unit (CPU), memory, and storage. This keeps your computer running smoothly.

- نظام التشغيل (OS) هو البرنامج الأكثر أهمية على جهاز الكمبيوتر الخاص بك. بدونه، جهاز الكمبيوتر الخاص بك عديم الفائدة.
- يقوم نظام التشغيل بتنسيق الاتصال بين أجهزتك وبرامجك، ولن يعمل البرنامج بدونه.
- يضمن نظام التشغيل أن كافة البرامج التي يتم تشغيلها في نفس الوقت تحصل على ما تحتاجه من وحدة المعالجة المركزية (CPU)، والذاكرة، ووحدات التخزين. وهذا يحافظ على تشغيل جهاز الكمبيوتر الخاص بك بسلاسة.

- When you buy a computer or device, it usually has a pre-loaded OS.
- Most laptops and computers have **Microsoft Windows** pre-loaded, which is often used in schools and organizations. Apple Macintosh computers use **macOS**.
- You have to pay for different software for each of these operating systems, and macOS is generally more expensive.
- Smartphones and tablets use different operating systems, such as Android and iOS.

- عند شراء جهاز كمبيوتر أو جهاز، فإنه عادةً ما يكون مزودًا بنظام تشغيل مُحمّل مسبقًا.
- تحتوي معظم أجهزة الكمبيوتر المحمولة وأجهزة الكمبيوتر على نظام التشغيل Microsoft Windows الذي تم تحميله مسبقًا، والذي يُستخدم غالبًا في المدارس والمؤسسات. تستخدم أجهزة كمبيوتر Apple Macintosh نظام التشغيلmacOS.
- يتعين عليك الدفع مقابل برامج مختلفة لكل نظام من أنظمة التشغيل هذه، ويكون نظام التشغيل macOS أكثر تكلفة بشكل عام.
- تستخدم الهواتف الذكية والأجهزة اللوحية أنظمة تشغيل مختلفة، مثل Android وiOS.

Theme 4

Changing the System Settings

- You can change the settings of an OS by using a system settings control.
- These controls have different names and appearances depending on the OS:
  - Windows: Control Panel
  - iOS: Control Center
  - macOS: System Preferences

- يمكنك تغيير إعدادات نظام التشغيل باستخدام التحكم في إعدادات النظام.
- التحكم في إعدادات النظام له أسماء ومظاهر مختلفة اعتمادًا على نظام التشغيل.

Windows Control Panel لوحة التحكم

- On most computers, you can locate the Control Panel by typing "Control Panel" into the search box in the taskbar.
- All adjustable hardware and software settings and configurations can be modified in the Control Panel.

- على معظم أجهزة الكمبيوتر، يمكنك تحديد موقع لوحة التحكم عن طريق كتابة "لوحة التحكم" في مربع البحث في شريط المهام.
- يمكن تعديل جميع إعدادات الأجهزة والبرامج القابلة للتعديل في لوحة التحكم.

EX 1 Adding a New Wireless Printer إضافة طابعة لاسلكية جديدة



- Select Hardware and Sound, then Add a device.
- Your computer will look for nearby printers, so you can select the one you want to add to your computer.

- اختار "الأجهزة والصوت"، ثم "أضف جهاز".
- سيبحث جهاز الكمبيوتر الخاص بك عن الطابعات القريبة، بحيث يمكنك اختيار الجهاز الذي تريد إضافته إلى جهاز الكمبيوتر الخاص بك.

EX 2 Removing a Device إزالة جهاز

- Follow the previous two steps, then select Remove.

– The changes you make in the Control Panel are automatically applied to other software in your computer.

- اتبع الخطوتين السابقتين، ثم اختر إزالة.

- يتم تطبيق التغييرات التي تقوم بها في لوحة التحكم تلقائيًا على البرامج الأخرى في جهاز الكمبيوتر الخاص بك.

EX 3 Downloading a New Font تحميل خط جديد



- In the Control Panel, click on Fonts.
- This will show you the library of fonts that is installed on your computer.
- You can drag and drop the font file from your Downloads folder into the fonts library.
- Then, when you open any Microsoft Office program, the new font will be available in the fonts drop-down menu.

– The layout and graphical interface of the Control Panel are different in each version of Windows since programmers try to improve them each time an updated OS is released.

- في لوحة التحكم، انقر على الخطوط.
- سيظهر لك مكتبة الخطوط المثبتة على جهاز الكمبيوتر الخاص بك.
- يمكنك سحب ملف الخط وإسقاطه من مجلد التنزيلات إلى مكتبة الخطوط.
- ثم عند فتح أي برنامج من برامج مايكروسوفت أوفيس، سيكون الخط الجديد متاحًا في القائمة المنسدلة للخطوط.

– يختلف التصميم والواجهة الرسومية للوحة التحكم في كل إصدار من Windows لأن المبرمجين يحاولون تحسينه في كل مرة يتم فيها إصدار نظام تشغيل محدث.

Installing and Removing Programs

» Some software installs automatically.

» For example, when you plug a new printer into a PC, Windows downloads the correct software so you can use it immediately.

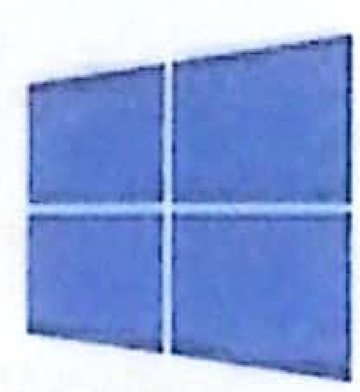
» It is also simple to remove computer programs from your computer using the upcoming steps.

« بعض البرامج يتم تثبيتها تلقائيًا على الجهاز.

« على سبيل المثال، عند توصيل طابعة جديدة بجهاز كمبيوتر، يقوم Windows بتحميل البرنامج الصحيح حتى تتمكن من استخدامه على الفور.

« من السهل أيضًا إزالة برامج الكمبيوتر من جهاز الكمبيوتر الخاص بك باستخدام الخطوات القادمة.

Removing a Program in Windows إزالة برنامج في الويندوز



» Open the Control Panel. » Select Programs.

» Then select Programs and Features.

» Find the program you want to uninstall from the list.

» Right-click on it or press and hold, then select Uninstall or Uninstall/Change.

» Follow the directions on the screen.

« افتح لوحة التحكم > حدد البرامج > ثم حدد "البرامج والميزات". « ابحث عن البرنامج الذي تريد إلغاء تثبيته من القائمة.

« انقر بزر الماوس الأيمن فوقه أو اضغط مع الاستمرار، ثم حدد إلغاء التثبيت أو إلغاء التثبيت/التغيير.

« اتبع الإرشادات التي تظهر على الشاشة.

Removing a Program in Android إزالة برنامج في أندرويد

- Open **Google Play Store** app, then tap on the **Profile** icon.
- Tap **Manage apps & devices**, then **Manage**.
- Press and hold the name of the app you want to uninstall, then tap **Uninstall**.

- افتح تطبيق Google Play Store، ثم اضغط على أيقونة ملف التعريف.
- اضغط على "إدارة التطبيقات والأجهزة "، ثم إدارة.
- اضغط مع الاستمرار على اسم التطبيق الذي تريد إلغاء تثبيته، ثم اضغط على إلغاء التثبيت.

Information in Exercises

- Linux is a family of open-source operating systems, which includes variants such as **Fedora**, **Linux Mint**, and **Debian**.
- Open-source means that anyone can run Linux. It can be distributed by anyone, and anyone can make changes to it.
- Linux-based operating systems are community-driven. This means any systems expert can look into the system and change or fix parts.
- Operating systems that use Linux often run faster and more efficiently than other operating systems, such as **Windows**. This is primarily because they have fewer programs running in the background, which can slow computers down.

- Linux هو عائلة من أنظمة التشغيل مفتوحة المصدر مثل Fedora و Linux Mint و Debian
- المصدر المفتوح يعني أنه يمكن لأي شخص تشغيل Linux. يمكن توزيعه من قبل أي شخص، ويمكن لأي شخص إجراء تغييرات عليه.
- أنظمة التشغيل المستندة إلى Linux تعتمد علي المجتمع، لذلك يمكن لأي خبير في الأنظمة النظر في النظام وتغيير الأجزاء أو إصلاحها.
- غالبًا ما تعمل أنظمة التشغيل التي تستخدم Linux بشكل أسرع وأكثر كفاءة من غيرها من أنظمة التشغيل الأخرى، مثل Windows. وذلك لأن لديهم عددًا أقل من البرامج التي تعمل في الخلفية، مما قد يؤدي إلى إبطاء أجهزة الكمبيوتر.

Exercises on Lesson 2

1 Choose the correct answer:

1. The .... is the software that manages a computer's functions and runs the software and hardware.
   a. CPU b. operating system
   c. AI d. none of the previous answers
2. Smartphones and tablets use the .... operating system(s).
   a. Android b. iOS c. Windows d. both a and b
3. To add a new wireless printer in Windows, you can select ...., then Add a device.
   a. Programs and Features b. System and Security
   c. Hardware and Sound d. Network and Internet
4. The operating system is a type of ....
   a. software b. hardware
   c. programming language d. Apple app
5. You can change the settings of an operating system by ....
   a. using a web browser b. downloading a new software
   c. changing the hardware d. using a system settings control
6. Most laptops and computers are pre-loaded with the .... operating system.
   a. macOS b. Android c. Windows d. Linux
7. When you plug a new printer into a PC, the .... downloads the correct software.
   a. printer b. Windows c. browser d. CPU
8. To install a new font in Windows, drag and drop the new font into the .... folder.
   a. Programs b. Fonts c. System d. Networks
9. Apple Macintosh computers use the .... operating system.
   a. macOS b. iOS c. Android d. Linux
10. The layout and graphical interface of the Control Panel are .... in each version of Windows.
    a. different b. the same c. identical d. unchanged
11. The system settings control is called the .... in Windows.
    a. Control Center b. Control Panel
    c. System Preferences d. none of the previous answers

12. You can easily remove a program in Windows by selecting .... in the Control Panel, then Uninstall.
    a. Programs and Features   b. System and Security
    c. Hardware and Sound   d. Network and Internet

2 Put (✓) or (✗):

1. Without an OS, your computer will be useless. (   )
2. macOS is generally more expensive than other operating systems. (   )
3. It is complex to remove programs from your computer. (   )
4. Smartphones and tablets use the same operating systems as computers. (   )
5. In Windows, the system settings control is called Control Center. (   )
6. The changes you make in the Control Panel are automatically applied to other software. (   )
7. Most laptops and computers have macOS pre-loaded. (   )
8. You can change the settings of an OS by using a system settings control. (   )
9. If you download a new font, you don't need the Control Panel to install it. (   )
10. When you buy a computer or device, it usually does not have a pre-loaded OS. (   )
11. The layout and graphical interface of the Control Panel are the same in each version of Windows. (   )
12. OS coordinates and manages the communication between your hardware and software. (   )
13. To uninstall an app on your Android device, you need to access the Google Play Store app. (   )

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Windows	a. is an open-source operating system.
2 Control Center	b. runs on Macintosh computers.
3 Linux	c. Without it, your computer is useless.
4 Operating system	d. is a popular OS, often used in schools and organizations.
5 macOS	e. is the name of system settings control in iOS.

1 .... 2 .... 3 .... 4 .... 5 ....

Test Yourself on Lessons 1&2

1 Choose the correct answer:

1. The .... is the most important software on your computer.
   a. CPU b. JavaScript c. HTML d. operating system
2. Aloi company assists women minibus drivers in Nepal to obtain .... loans.
   a. low-interest b. high-interest c. no-interest d. interest-free
3. .... is an app for storing money, and you can use it to pay bills.
   a. Credit card b. Mobile wallet
   c. Social media app d. Both a and b
4. To install a new font in Windows, drag and drop the new font into the .... folder.
   a. Programs b. Fonts c. System d. Networks
5. Minibus drivers in Nepal receive and repay the loans through ....
   a. bank loans b. Aloi's platform c. credit cards d. SMS
6. .... is the software that coordinates the communication between your hardware and software.
   a. CPU b. Operating system
   c. AI d. None of the previous answers
7. To remove a device in Windows, you can select ...., then select Remove.
   a. Programs and Features b. System and Security
   c. Hardware and Sound d. Network and Internet

2 Put (✓) or (✗):

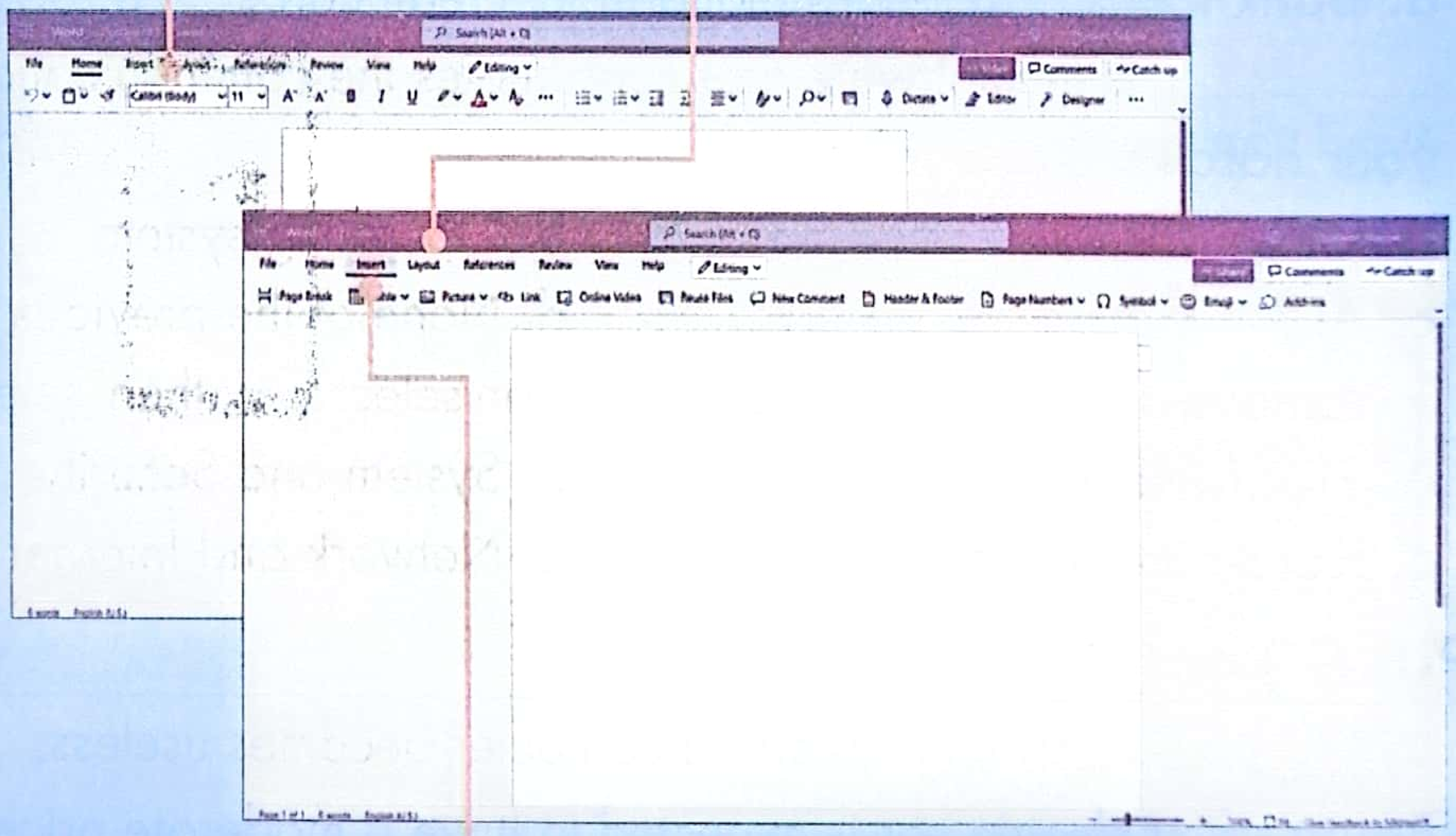
1. Without an operating system, a computer becomes useless. (   )
2. Egypt's first electric car is expected to have a moderate price. (   )
3. Control Panel is the system settings control in macOS. (   )
4. All Aloi's financial transactions are sent online. (   )
5. Adding a new wireless printer is done through the Control Panel in Windows. (   )
6. The electric minibuses could increase the carbon emission rate. (   )
7. Upon loan approval, the business owner receives a physical token. (   )
8. In Windows, the system settings control is called Control Center. (   )

Lesson 3 Writing and Sharing Reports

Writing a report in Microsoft Word



- Microsoft Word is still the most reliable creation tool to use for writing reports to share information.
- By now, you've become quite comfortable writing reports in Microsoft Word and using **Microsoft Word tools.**
- **To choose between different designs in Microsoft Word:**
  - Click on the Layout and Insert tabs and choose the elements you want to include.



• لا يزال برنامج مايكروسوفت وورد حتّى اليوم **الأداة الأكثر** موثوقية لكتابة التقارير ومشاركة المعلومات.

• الآن، أصبحت مرتاحًا جدًّا لكتابة التقارير في مايكروسوفت وورد واستخدام أدوات مايكروسوفت وورد.

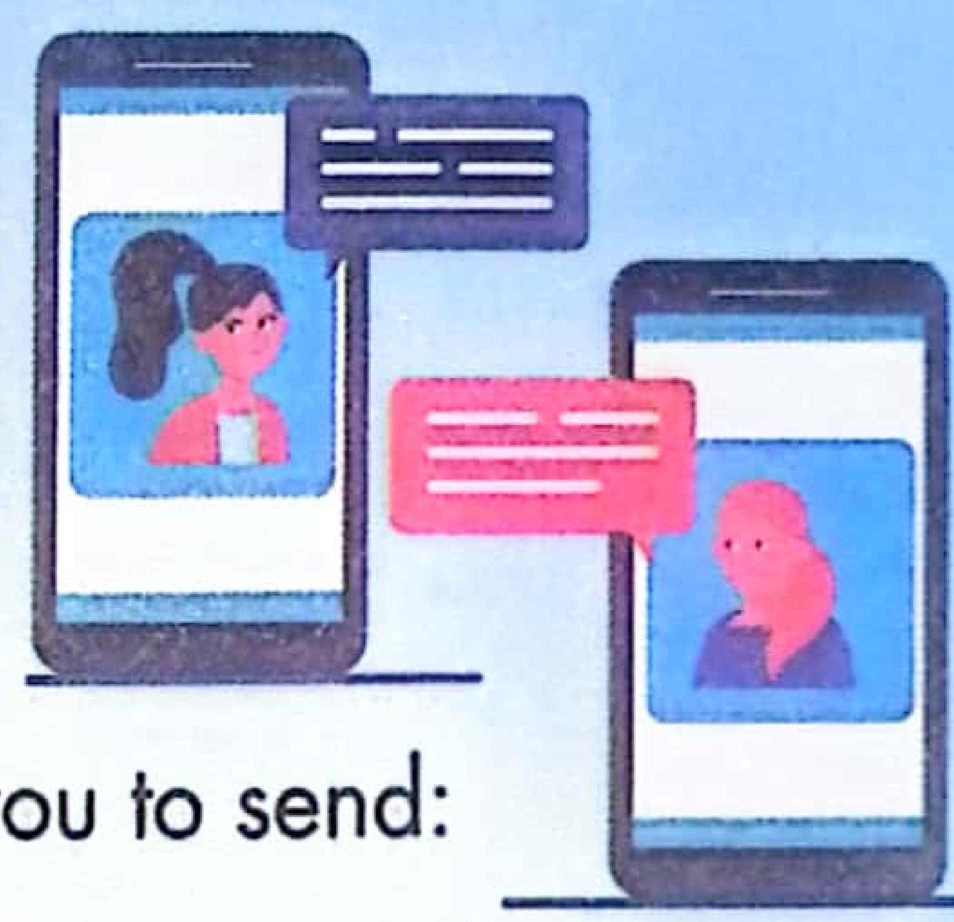
• للاختيار من بين مختلف التصاميم في مايكروسوفت وورد، فانقر على تبويبَي "التصميم" (Design) و"الإدخال" (Insert) واختر العناصر التي ترغب في تضمينها في تقريرك.

Microsoft Word Tools

Tool	Function
Formatting Tools	• To add bold and italicize words. • To set up headings. • To create tables. • To insert images, hyperlinks, and footnotes.
Editing Tools	• To check reports for spelling, grammar, and conciseness.
Preview Tools	• To view a document before saving or printing.

Messaging Services

- You can use messaging services, such as WhatsApp to:
  - Communicate ideas.
  - Share information.



- You might also use messaging services to collaborate on a group project or to seek feedback from classmates or teachers.
- Like text messaging, messaging services allow you to send:
  1. Text
  2. Images
  3. Voice messages
  4. Videos
- You can include one person in a chat, or many people.

- يمكنك استخدام خدمات المراسلة، مثل تطبيق WhatsApp، من أجل:
  - توصيل الأفكار.
  - تبادل المعلومات.
- يمكنك أيضًا استخدام خدمات المراسلة للتعاون في مشروع جماعي أو للحصول على تعليقات زملاء الدراسة أو المعلمين.
- كما هو الحال مع الرسائل النصية، تتيح لك خدمات المراسلة إرسال ما يلي:
  1. الرسائل النصية.
  2. الصور.
  3. الرسائل الصوتية.
  4. الفيديوهات.
- يمكنك إدراج شخص واحد في الدردشة، أو عدة أشخاص.

Advantages of Messaging Services Over Standard Text Messaging

1. Since they use the internet, messages are almost always free to send and receive.
2. There are no special prices to worry about when messaging someone from across the world.
3. Messages sent are encrypted – only the intended recipient will be able to see the message.
4. Messaging services are compatible on any device and with both Android and Apple products. There are no restrictions.



1. نظرًا لأنهم يستخدمون الإنترنت، فإن إرسال الرسائل واستلامها يكون دائمًا مجانيًا.
2. لا توجد مصاريف خدمة تدعو للقلق عند مراسلة شخص ما في أي مكان في العالم.
3. يتم تشفير الرسائل المرسلة، ولن يتمكن سوى المستلم المقصود من رؤية الرسالة.
4. خدمات المراسلة متوافقة على أي جهاز أندرويد أو أبل من دون قيود.

Exercises on Lesson 3

1 Choose the correct answer:

1. Microsoft Word is primarily used for ....
   a. creating graphs b. writing reports
   c. web browsing d. photo editing
2. Messaging services, such as ...., are used worldwide for communication.
   a. GIMP b. Facebook c. WhatsApp d. Scratch
3. The .... tools in Microsoft Word allow you to insert images, hyperlinks, and footnotes.
   a. review b. editing
   c. formatting d. none of the previous answers
4. The messaging services allow you to send .... to your friends.
   a. text b. images and videos
   c. voice messages d. all the previous answers
5. Which of the following is NOT a feature of messaging services like WhatsApp?
   a. Messages are sent for free. b. Messages are encrypted.
   c. There are restrictions with some devices.
   d. They are compatible with Android and iOS.
6. You can use the .... tools in MS Word to check reports for spelling and grammar mistakes.
   a. editing b. review c. formatting d. both a and b
7. Messaging services are compatible with the .... operating system(s).
   a. Android b. iOS
   c. both a and b d. none of the previous answers
8. You can choose different designs in Microsoft Word by clicking on the .... tab(s).
   a. Insert b. Layout c. View d. both a and b
9. The .... tool(s) can bold and italicize words in MS Word.
   a. formatting b. editing c. review d. both and b
10. The .... tool(s) in MS Word allow(s) you to view a document before saving or printing it.
    a. editing b. preview c. formatting d. both and b

11. The advantage of messaging services like WhatsApp over standard text messaging is that ....
    a. it's almost free to send
    b. it's compatible on any device
    c. sent messages are encrypted
    d. all the previous answers

2 Put (✓) or (✗):

1. Microsoft Word is an important ICT tool for writing reports. (   )
2. Messages sent through WhatsApp are encrypted. (   )
3. Microsoft Word allows you to create tables using the editing tools. (   )
4. Messaging services like WhatsApp and SMS allow communication with others. (   )
5. You can only include one person in a chat on messaging services like WhatsApp. (   )
6. Messaging services allow communication through text messages only. (   )
7. You can choose different designs in MS Word by clicking on the Layout and Insert tabs. (   )
8. There are special prices when messaging someone from across the world on WhatsApp. (   )
9. You can't use messaging services to collaborate on a group project (   )
10. Sending a photo using messaging services doesn't require internet access. (   )
11. The editing tools in Word is used to check reports for spelling, grammar, and conciseness (   )
12. Microsoft Word allows you to set up headings using the formatting tools. (   )
13. Messaging services are compatible only with Android devices. (   )
14. Preview tools in Microsoft Word allow users to view documents before printing them. (   )

3 Complete the missing parts using the words between the brackets:

(editing tools – encrypted – WhatsApp –
formatting tools – MS Word)

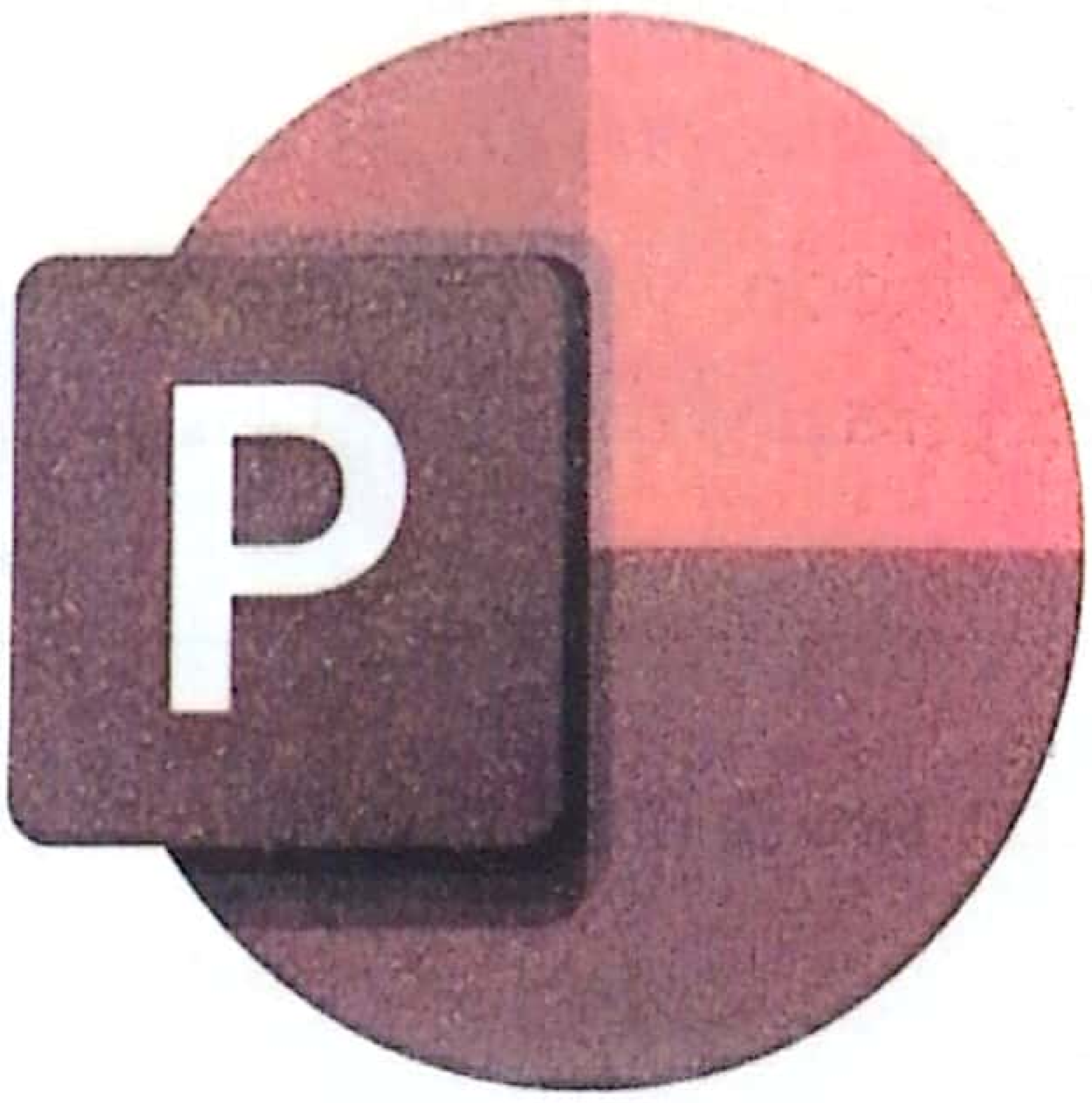
1. .... is the most reliable creation tool to use for writing reports to share information.
2. .... is an example of messaging services.
3. The messages sent using messaging services are ....
4. In MS Word, ... are used to set up headings and create tables.
5. You can use the .... in MS Word to check reports for spelling, grammar, and conciseness.

Lesson 4 Creating a Presentation

- You can use Office Suite to create presentations to express opinions and ideas.
- A suitable design can make presentations engaging and visually appealing.

Microsoft PowerPoint

- It includes drawing and writing tools to create text.
- It also includes animation options to add movement to sentences and words on your slides.
- You can use Microsoft PowerPoint to create presentations to communicate ideas and opinions.
- PowerPoint has easy-to-use tools to help make material visually appealing to interest viewers.



- يمكنك استخدام Office Suite لإنشاء عروض تقديمية؛ للتعبير عن آرائك وأفكارك.
- التصميم المناسب يمكن أن يجعل العروض التقديمية تشويقية وجذابة بصريًّا.
- مايكروسوفت باوربوينت: يتضمن أدوات الرسم والكتابة لإنشاء النصوص.
- يتضمن أيضًا خيارات الحركة لإضافة الحركة إلى الجمل والكلمات الموجودة في الشرائح.
- يمكنك استخدام باوربوينت لإنشاء عروض تقديمية تعبر من خلالها عن أفكارك وآرائك.
- يحتوي برنامج باوربوينت على أدوات سهلة الاستخدام؛ للمساعدة على إنشاء مواد مرئية جذابة تشد انتباه المشاهدين.

Tools for Creating a Presentation in PowerPoint

Tool	Usage
Design tab → Slide Size	• Click on it to choose the size of your slide. • You can choose Standard or Widescreen. • You can also customize your own slide size. • انقر عليها لاختيار حجم الشريحة الخاصة بك. • يمكنك اختيار الحجم العادي أو شاشة عريضة. • يمكنك أيضًا تخصيص حجم الشريحة الخاصة بك.
Design tab → Themes and Variants	• These tools help you to choose a style for your presentation, including design and text placement. • تساعدك هذه الأدوات على اختيار نمط العرض التقديمي الخاص بك، بما في ذلك التصميم وموضع النص.
Save As → PDF option	• It is used to save your presentation as a PDF file before printing to keep its formatting. • يُستخدم لحفظ العرض كملف PDF قبل الطباعة للحفاظ على تنسيقه.
Edit in Review mode	• It is used to review your presentation. • Are there any text errors or issues with the layout? In Review mode, you can make your changes. • يتم استخدامه لمراجعة عرضك التقديمي. هل هناك أي أخطاء نصية أو مشكلات في التخطيط؟ يمكنك إجراء تغييراتك في وضع المراجعة.
File tab → Print	• You can see a final preview of your flyer and click Print. • يمكنك رؤية المعاينة النهائية لعرضك ثم انقر فوق طباعة.
Insert tab → Pictures	• It enables you to add pictures to your presentation to help get your message across. • You can upload pictures from an online picture bank, a screenshot, or from your photo album. • يمكنك من إضافة صور إلى عرضك التقديمي للمساعدة على إيصال رسالتك. • يمكنك تحميل الصور من بنك الصور عبر الإنترنت، أو إدراج لقطة شاشة، أو من ألبوم الصور لديك.

Insert tab → Text Box

- It is used to write your text.
- Use the Text Box to carefully craft your message.
- You can also use SmartArt, but make sure it's easy to read.
- Remember the 10-20-30 rule when it comes to **text size!**

- **يُستخدم لكتابة النص الخاص بك.**
- **استخدم مربع النص لصياغة رسالتك بعناية.**
- **يمكنك أيضًا استخدام SmartArt ولكن تأكد من سهولة قراءته.**
- **تذكر قاعدة 10-20-30 عندما يتعلق الأمر بحجم النص.**

10-20-30 Rule

- Slides shouldn't be more than 10 slides.
- Duration shouldn't be longer than 20 minutes.
- Fonts shouldn't be smaller than 30 points in size.



Exercises on Lesson 4

1 Choose the correct answer:

1. .... is a software program that can be used to create presentations.
   a. Word b. Excel c. PowerPoint d. Outlook
2. The recommended rule to follow in a PowerPoint presentation is ....
   a. 5-10-15 b. 10-20-30 c. 15-20-30 d. 20-30-40
3. Microsoft PowerPoint includes ....
   a. drawing and writing tools b. animation options
   c. both a and b d. none of the previous answers
4. The .... tab allows you to choose the size of your slides in PowerPoint.
   a. Design b. Save As c. Edit d. Insert
5. You can use the .... tool in PowerPoint to create text.
   a. Pictures b. Slide Size c. PDF d. Text Box
6. The maximum recommended duration for a PowerPoint presentation is .... minutes.
   a. 10 b. 15 c. 20 d. 25
7. .... mode allows you to review your presentation for errors or layout issues.
   a. Design b. Save As c. Review d. Insert
8. .... tool(s) help(s) you choose a style for your presentation in PowerPoint.
   a. Slide Size b. Save As
   c. Print d. Themes and Variants
9. To see a final preview of your presentation before printing, click on the .... tab.
   a. Design b. Save As c. File d. Insert
10. The .... tool can be used to add movement to sentences and words in PowerPoint.
    a. Pictures b. Transition c. Text Box d. Animation
11. You can add pictures to your presentation in PowerPoint using the .... tab.
    a. Design b. Insert c. Animation d. Review

12. The recommended number of slides in a PowerPoint presentation is ....
    a. less than 5 b. not less than 10
    c. not more than 10 d. more than 20

13. The .... tab in PowerPoint allows you to choose a style for your presentation.
    a. Design b. Insert c. Save As d. Edit

2 Put (✓) or (✗):

1. Office Suite can be used to create presentations. ( )
2. You can use SmartArt in PowerPoint. ( )
3. You cannot preview your presentation before printing. ( )
4. You can add pictures in PowerPoint from the internet. ( )
5. PowerPoint has tools to make material visually appealing. ( )
6. You can customize your own slide size in PowerPoint. ( )
7. As per the 10-20-30 rule, a PowerPoint presentation should exceed 10 slides. ( )
8. PowerPoint includes drawing and writing tools to create text. ( )
9. PowerPoint allows saving presentations as PDFs. ( )
10. In PowerPoint, you can choose the size of your slide in the Review tab. ( )
11. PowerPoint does not provide text animation options. ( )
12. Review mode allows you to check your presentation for text and layout errors. ( )
13. Themes and Variants tools enable you to select presentation styles. ( )

3 Complete the missing parts using the words between the brackets:

(Insert tab – 20 – PowerPoint – Design tab – 10)

1. The .... includes drawing and writing tools and animation options.
2. The number of slides in a presentation shouldn't be more than ...... slides.
3. .... allows you to choose the size of your slide.
4. The duration of the presentation shouldn't be longer than .... minutes.
5. The .... allows you to add pictures to your presentation.

Test Yourself on Lessons 3&4

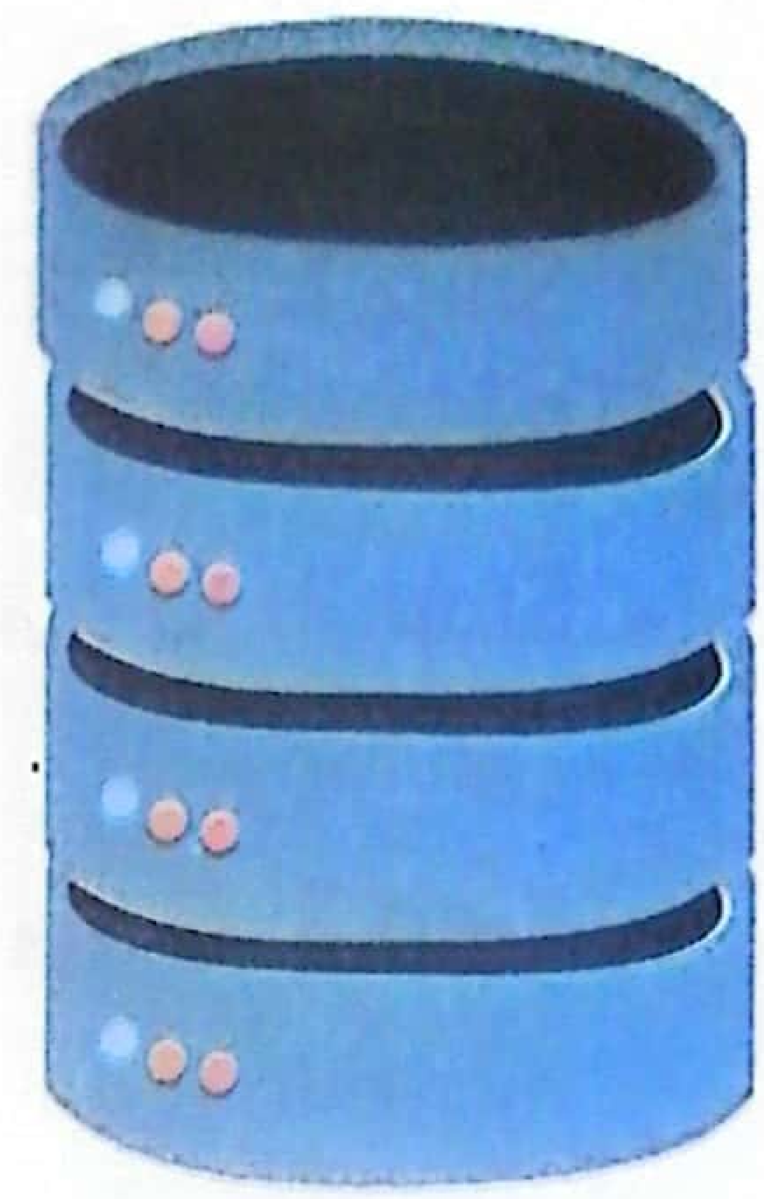
1 Choose the correct answer:

1. The font size in a PowerPoint presentation shouldn't be less than .... pt size.
   a. 10 b. 15 c. 20 d. 30
2. Messaging services are compatible with the .... operating system(s).
   a. Android
   b. iOS
   c. both a and b
   d. None of the previous answers
3. The .... tab in PowerPoint allows you to choose a style for your presentation.
   a. Design b. Insert c. Save As d. Edit
4. The .... tab in Microsoft Word allows you to insert images, hyperlinks, and footnotes.
   a. Review
   b. Editing
   c. Formatting
   d. none of the previous answers
5. You can use the .... tool to carefully craft your message in PowerPoint.
   a. Pictures b. Slide Size c. Text Box d. PDF
6. Messaging services, such as ...., are used worldwide for communication.
   a. GIMP b. Facebook c. WhatsApp d. Scratch
7. Microsoft PowerPoint is primarily used for creating ....
   a. tables b. reports c. presentations d. graphs

2 Put (✓) or (✗):

1. You can use PowerPoint to communicate ideas and opinions. ( )
2. Messages sent through messaging services aren't encrypted. ( )
3. MS Word allows you to insert images, hyperlinks, and footnotes. ( )
4. You can use SmartArt in PowerPoint. ( )
5. You cannot add pictures to your presentation in PowerPoint. ( )
6. Messaging services are restricted to certain devices. ( )
7. MS Word does not offer editing tools for checking spelling and grammar. ( )
8. As per the 10-20-30 rule, a presentation should exceed 20 minutes. ( )

Lesson 5 Creating a Database



- Databases store a large amount of information on a computer system.
- The data can then be easily analyzed or changed to meet the needs of users.
- Databases can be used to collect information about people, places, or things. For example, a teacher may have a secure database that includes student information such as their student number in the school records and class name.
- A business may have similar databases for keeping track of employees' information.

NOTE:

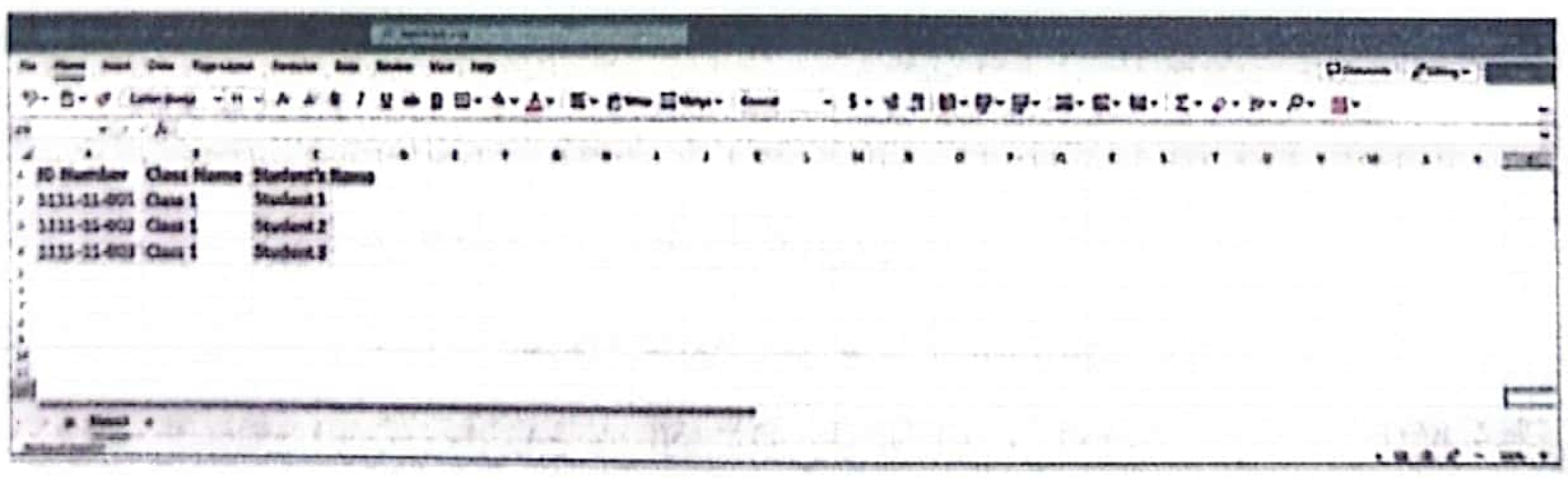
- All data must be managed in compliance with Egypt's Data Protection Laws.

- تخزن قواعد البيانات كمية كبيرة من المعلومات في نظام الكمبيوتر.
- يمكن بعد ذلك تحليل البيانات أو تغييرها بسهولة لتلبية احتياجات المستخدمين.
- يمكن استخدام قواعد البيانات لجمع معلومات عن الأشخاص أو الأماكن أو الأشياء. على سبيل المثال: قد يكون لدى المعلم قاعدة بيانات آمنة تتضمن معلومات عن تلاميذه، مثل: رقم التلميذ في كشوف المدرسة، واسم الفصل.
- قد تستخدم شركة معينة قواعد بيانات مماثلة لتسجيل معلومات الموظفين.
- ملحوظة: يجب إدارة جميع البيانات بما يتوافق مع قوانين حماية البيانات المصرية.

Theme 4

Creating a Database in Microsoft Excel

- You can use Microsoft Excel to create databases.
- The steps below explain how to add students numbers, names, and birth dates to create a database in Microsoft Excel:
  - **Step 1:** Click on cells A1, B1, C1 to type in the column headings or field names that you want to add.
  - **Step 2:** ID number: 1111-11-001. Type the ID number in the correct column.
  - **Step 3:** Class name. Type the class name in the correct column, then move to the next column.
  - **Step 4:** Student's name. Type the student's name in the correct column.
- **To add additional information columns to a database:**
  1. Right-click the top of the column.
  2. Then select Insert Column.
  3. Then add your column heading.
- When you type in numbers, such as a date, Excel will automatically format them.



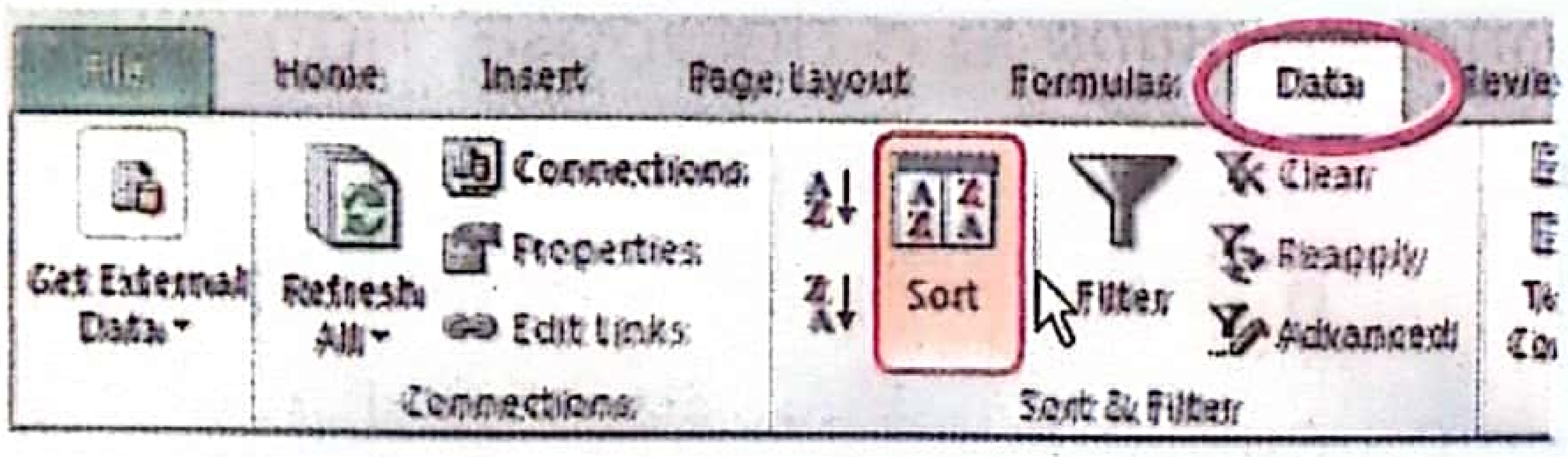
- يمكنك استخدام Microsoft Excel لإنشاء قواعد البيانات.
- توضح الخطوات أدناه كيفية إنشاء قاعدة بيانات في Excel وإضافة أرقام التلاميذ والأسماء وتواريخ الميلاد إليها.
  - الخطوة 1: انقر فوق الخلايا A1 وB1 وC1 لكتابة عناوين الأعمدة أو أسماء الحقول المراد إضافتها.
  - الخطوة 2: رقم التعريف: 001-11-111. اكتب رقم التعريف في العمود الصحيح.
  - الخطوة 3: اسم الفصل. اكتب اسم الفصل في العمود الصحيح، ثم انتقل إلى العمود التالي.
  - الخطوة 4: اسم التلميذ. اكتب اسم التلميذ في العمود الصحيح.
- لإضافة أعمدة معلومات إضافية إلى قاعدة البيانات، انقر بزر الفأرة الأيمن فوق الجزء العلوي من العمود ثم اختر إدراج عمود، وأضف عنوانًا لهذا العمود.
- عندما تكتب أرقامًا، مثل التاريخ، سيقوم Excel بتنسيقها تلقائيًا.

Using Common Excel Tools

- Sorting
- Adding
- Subtracting
- Multiplying
- Dividing

In Grade 5, you learned how to:

1. Sort: Go to the **toolbar** → **Data** → **Sort**.
2. Add/subtract/multiply/divide data: Type the cells you'd like to include, using the correct math symbol (+, -,* , /). For example, "=A4+B4/C4" or "=B2-B3*B4".



لقد تعلمت كيفية:

1. الفرز: اذهب إلى شريط الأدوات ← البيانات ← اختر فرز.
2. جمع/ طرح/ ضرب/ قسمة البيانات: اكتب الخلايا التي ترغب في تضمينها، باستخدام الرمز الرياضي الصحيح (÷، -، *، /)
على سبيل المثال: =A4+B4/C4 أو = B2-B3*B4.

- Excel lets you manipulate numbers in your database by adding **formulas**.
- You can also add text (such as names) to cells, with or without using a formula.
- **To create a formula**, you first must type "=" in the cell. This lets Excel know you are creating a formula.

- يتيح لك إكسيل معالجة الأرقام في قاعدة البيانات الخاصة بك عن طريق إضافة الصيغ.
- يمكنك أيضًا إضافة نص (مثل الأسماء) إلى الخلايا، باستخدام صيغة أو بدونها.
- تذكر: لإنشاء صيغة، يجب أن تكتب "=" أولًا في الخلية. فيعرف الإكسيل أنك تقوم بإنشاء صيغة.

Exercises on Lesson 5

1 Choose the correct answer:

1. .... store(s) a large amount of information in a computer system.
   a. Search engines b. Databases
   c. Social media d. Stock exchange
2. In Excel, go to the toolbar, Data, then click on .... to arrange information alphabetically.
   a. Layout b. Format c. Sort d. Design
3. You can use .... to create databases.
   a. MS PowerPoint b. MS Teams c. MS Excel d. MS Word
4. To add additional columns to a database, right-click the top of the column and then select .... Column.
   a. Move b. Insert c. Delete d. Edit
5. Excel lets you manipulate numbers in your database by adding ....
   a. formulas b. filters c. pictures d. text
6. To create a simple formula in Excel, first type .... in the cell.
   A. "=" b. "x" c. "+" d. "/"
7. You can also add text, such as names to cells, ... using a formula.
   a. with b. without
   c. a and b d. none of the previous
8. To sort information alphabetically in Excel, go to the ....
   a. cells b. toolbar c. slides d. homepage
9. To add additional information columns to a database, ... -click the top of the column.
   a. right b. left c. double d. a and b
10. In Excel, when you write numbers, such as a date, Excel will ....
    a. delete them b. automatically format them
    c. change them to text d. none of the previous
11. A teacher may have a secure database that includes students' information, such as their ....
    a. class name b. student number
    c. a and b d. none of the previous

12. Typing "=" in the cell let Excel know you are ....
    a. adding numbers
    b. subtracting numbers
    c. multiplying a number
    d. creating a formula

2 Put (✓) or (✗):

1. Microsoft Excel cannot be used to create databases. (   )
2. Databases are unable to store a large amount of information in a computer system. (   )
3. Databases can be used to collect information about people, places, or things. (   )
4. All data must be managed in compliance with Egypt's Data Protection Laws. (   )
5. Sorting data in Excel involves going to the toolbar and choosing the Format option. (   )
6. To add additional information columns to a database, left-clicking the top of the column and then select Insert Column. (   )
7. A business may have databases for keeping track of employees' information. (   )
8. Excel does not automatically format numbers like dates. (   )
9. Excel lets you manipulate numbers in your database by adding formulas. (   )
10. You cannot add text to cells in Excel. (   )
11. The data in databases can be easily analyzed or changed to meet the needs of users. (   )
12. To create a formula in Excel, we use a "=" sign. (   )

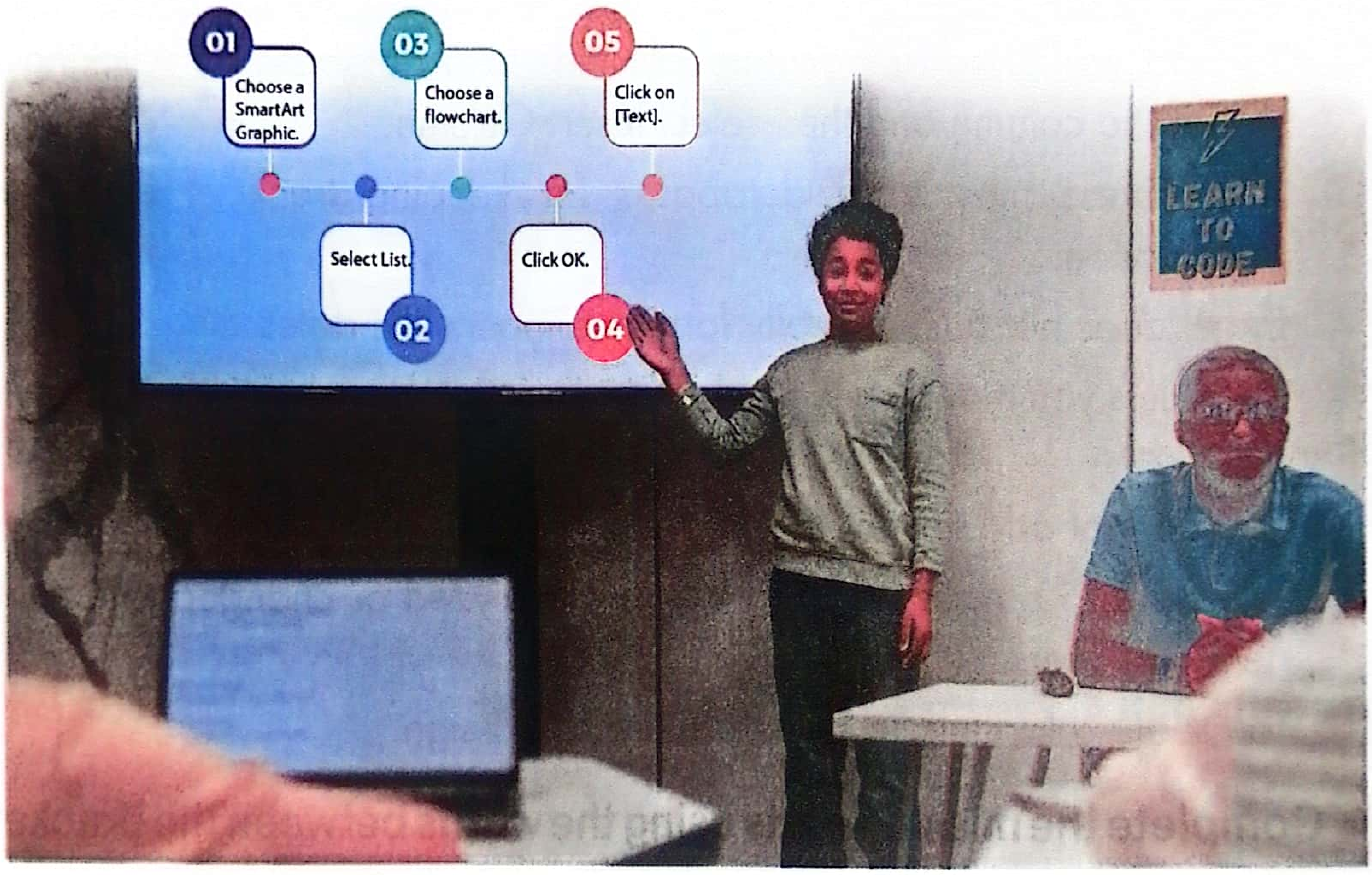
3 Complete the missing parts using the words between the brackets:

(Insert Column – "=" – Databases – Excel – Sort)

1. .... store a large amount of information in a computer system.
2. You can use .... program to create databases.
3. To arrange data in Excel, you can use .... property.
4. To create a formula in Excel, type .... in the cell.
5. To add new column in Excel, right-click the top of the column and then select ....

Lesson 6 Creating Digital Projects

- PowerPoint is a useful presentation tool to share information with others.
- It allows you to share information not just via text, but also via visuals such as:
  - Images
  - Videos
  - Animations
  - Graphics
- **Visuals** in a presentation are appealing additions to any presentation.
- PowerPoint also helps you to understand the material better than just plain text.



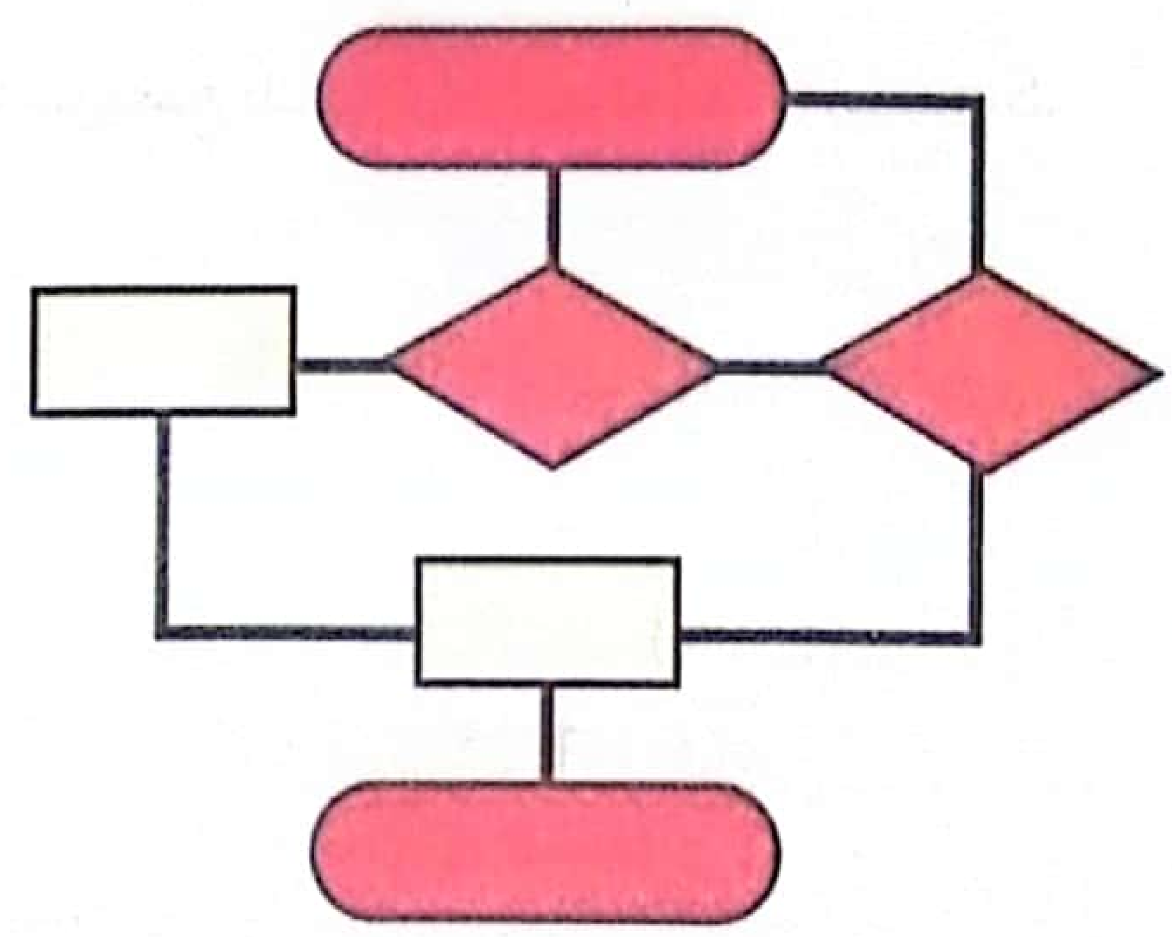
- برنامج باوربوينت هو أداة مفيدة لإنشاء العروض التقديمية؛ بهدف مشاركة المعلومات مع الآخرين.
- فهو يسمح لك بمشاركة المعلومات ليس فقط عبر النصوص، ولكن أيضًا عبر المرئيات مثل: الصور والفيديوهات والرسوم المتحركة والرسوم البيانية. فالمرئيات إضافات جذابة لأي عرض تقديمي.
- يساعدك برنامج باوربوينت أيضًا على فهم المادة المعروضة بشكل أفضل من النصوص العادية.

Flowcharts المخططات الانسيابية

- Another tool you can include in a PowerPoint presentation is a flowchart.
- A flowchart illustrates a series of steps.
- You can use it in many different scenarios. For example, you can use it for visualizing, planning, presenting, and tracking progress of a task or project, including a coding project.

- أداة أخرى يمكنك إضافتها في العرض التقديمي هي المخطط الانسيابي.
- يوضح المخطط الانسيابي سلسلة من الخطوات. ويمكنك استخدامه في العديد من الحالات المختلفة. على سبيل المثال: يمكنك استخدامه لتصور مهمة أو مشروع، والتخطيط لهما وتقديمهما، وتتبع تقدمهما، بما في ذلك مشروع البرمجة.

How to create a flowchart in PowerPoint:



1. Via the Insert tab, click on SmartArt.
2. Click on Choose a SmartArt Graphic.
3. Select Process.
4. Click on a flowchart to review its description in the dialogue box.
5. Choose the flowchart you want to use.
6. Click OK.
7. Click on [Text] in the flowchart to add your information.

لإنشاء مخطط انسيابي في برنامج باوربوينت:

1. عبر علامة التبويب إدراج، انقر على SmartArt.
2. انقر على اختيار SmartArt Graphic.
3. اختر قائمة Process.
4. انقر على مخطط انسيابي لمراجعة وصفه في مربع الحوار.
5. اختر المخطط الانسيابي الذي تريد استخدامه.
6. انقر على موافق.
7. انقر على (النص) في المخطط الانسيابي لإضافة معلوماتك.

How to change colors of your flowchart:

» You can change the colors of your flowchart to make it more visually appealing.

1. Select the slide and flowchart.
2. Click on SmartArt Design.
3. Click on Change Colors or choose an option using SmartArt Styles. This shows you what you will see on the SmartArt Styles
4. Choose your desired color.

يمكنك تغيير ألوان المخطط الانسيابي الخاص بك لجعله أكثر جاذبية بصريًا، للقيام بذلك:

1. اختر «الشريحة والمخطط الانسيابي».
2. انقر على تصميم SmartArt.
3. انقر على تغيير الألوان أو اختر خيارًا باستخدام أنماط SmartArt. فهذا سيوضح لك ما تراه على أنماط SmartArt.
4. اختر اللون المطلوب.

Remember

- When you give a presentation, speak clearly, slowly, and confidently!
- Give your audience an introduction about the purpose of your presentation.
- Practice your presentation in advance so you don't have to continuously read the text as you give your presentation.
- However, make sure you point towards the different sections of your flowchart as you present the information about them.

عندما تقدم عرضًا، تحدث بوضوح وبطء وثقة!

- ابدأ بمقدمة حول الغرض من عرضك التقديمي.
- تدرب على عرضك مقدمًا حتى لا تضطر إلى قراءة النص باستمرار أثناء تقديم عرضك.
- لكن، احرص على أن تشير إلى مختلف أقسام مخططك الانسيابي أثناء عرضك للمعلومات التي أدرجتها فيه.

Exercises on Lesson 6

1 Choose the correct answer:

1. PowerPoint program is primarily used for creating ....
   a. documents b. presentations c. graphs d. websites
2. You can include .... in a PowerPoint presentation
   a. databases b. websites
   c. flowcharts d. none of the previous
3. You can insert flowchart in PowerPoint via Insert tab, then click ....
   a. Chart b. WordArt c. Picture d. SmartArt
4. PowerPoint presentation can include ....
   a. text and images b. videos
   c. animations d. all the previous
5. .... illustrates a series of steps.
   a. Mind-map b. Bar graph c. Flowchart d. Pie chart
6. When giving a presentation, you should give an introduction about ....
   a. the features of PowerPoint b. the history of PowerPoint
   c. the purpose of your presentation d. the alternatives to PowerPoint
7. To add a flowchart in PowerPoint, click on .... tab.
   a. Home b. Insert c. Design d. Animations
8. You can make a flowchart more visually appealing in PowerPoint by ....
   a. adding more text b. changing colors
   d. removing all shapes c. making it smaller
9. The .... option is used to change the color of the flowchart in PowerPoint.
   a. SmartArt Styles b. View
   c. Design d. none of the previous
10. Click on .... to add information to a flowchart in PowerPoint?
    a. Text b. Chart c. Design d. Home
11. When giving a PowerPoint presentation, you should speak ....
    a. clearly b. slowly
    c. confidently d. all of them

Theme 4

2 Put (✓) or (✗):

1. A flowchart illustrates a series of steps. ( )
2. PowerPoint is a software used for creating presentations. ( )
3. You don't need to practice your presentation in advance. ( )
4. Text and images are examples of visuals in PowerPoint. ( )
5. Changing colors enhances flowchart visual appeal. ( )
6. The SmartArt Design tab in PowerPoint changes flowchart colors. ( )
7. You can't add text to a flowchart in PowerPoint. ( )
8. Speak confidently when presenting your information. ( )
9. PowerPoint only allows you to share information via text. ( )
10. Flowcharts in PowerPoint are created via the Insert tab. ( )
11. PowerPoint enhances understanding better than plain text. ( )
12. You cannot include a flowchart in a PowerPoint presentation. ( )
13. speak quickly and unclearly during a presentation. ( )

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Flowchart	a. is a useful presentation tool to share information with others.
2 Visuals	b.Illustrates a series of steps.
3 Presentation tips	c. speak clearly, slowly, and confidently when giving presentation.
4 PowerPoint	d. gives options to change colors of flowchart.
5 SmartArt Style	e. include images, videos, and animation.

1 .... 2 .... 3 .... 4 .... 5 ....

Test Yourself on Lessons 5&6

1 Choose the correct answer:

1. MS Excel is used to create ....
   a. tables b. databases
   c. graphs d. all the previous
2. To add a flowchart in PowerPoint, click on .... tab.
   a. Home b. Insert c. Design d. Animations
3. .... is a software program used fore creating presentation.
   a. MS Word b. MS Excel c. MS Paint d. MS PowerPoint
4. You can change the color of flowchart in PowerPoint by clicking on .... then change color.
   a. WordArt b. Format
   c. SmartArt Design d. Design
5. You can use Excel tools to make .... data
   a. sorting b. adding
   c. subtracting d. all the previous
6. .... store a large amount of information in a computer system.
   a. Databases b. Search engines
   c. Social media d. a and b
7. Excel lets you manipulate numbers in your database by adding ....
   a. formulas b. filters c. pictures d. text

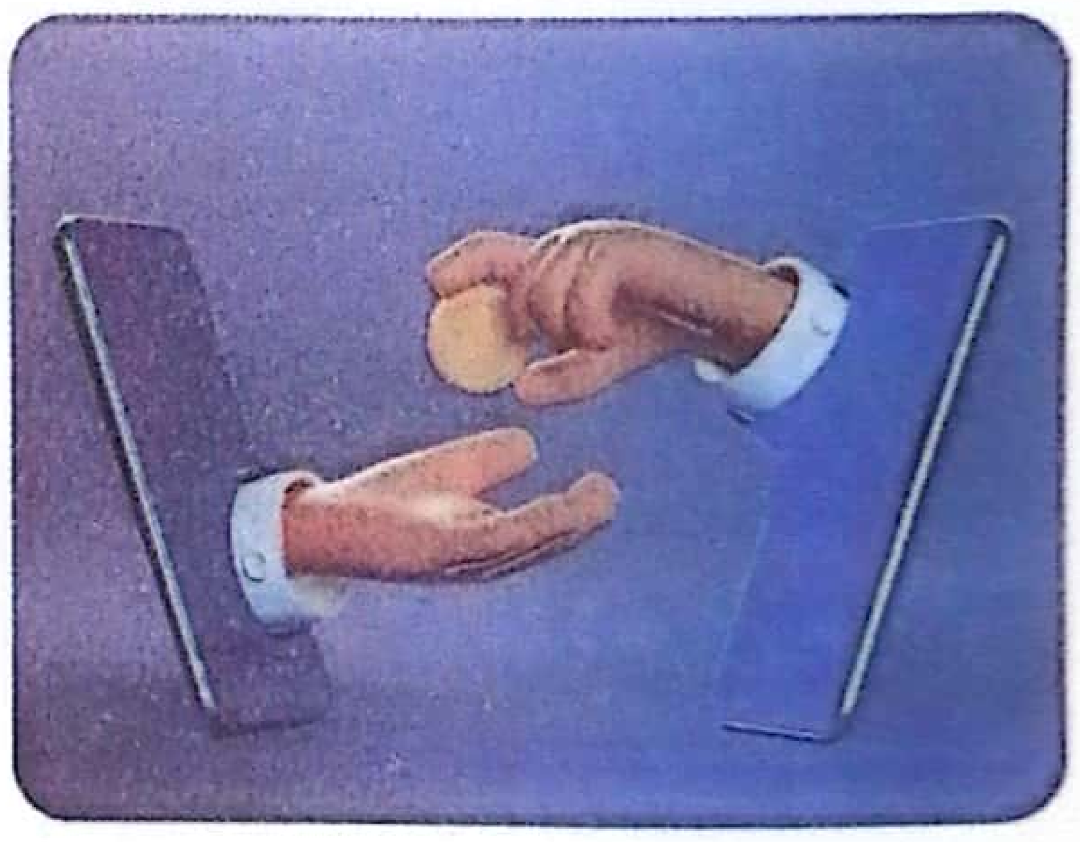
2 Put (✓) or (✗):

1. Databases can only collect information about people. (   )
2. You can include a flowchart in a PowerPoint presentation. (   )
3. PowerPoint doesn't allow you to share your ideas via videos. (   )
4. Formulas in Excel must always begin with the symbol "=". (   )
5. The SmartArt Design tab in PowerPoint changes flowchart colors. (   )
6. Excel is not suitable for creating databases due to its limited features. (   )
7. Introduce the purpose of your PowerPoint presentation to the audience. (   )
8. To sort data in Excel, go to toolbar then click on Data. (   )

Lesson 1

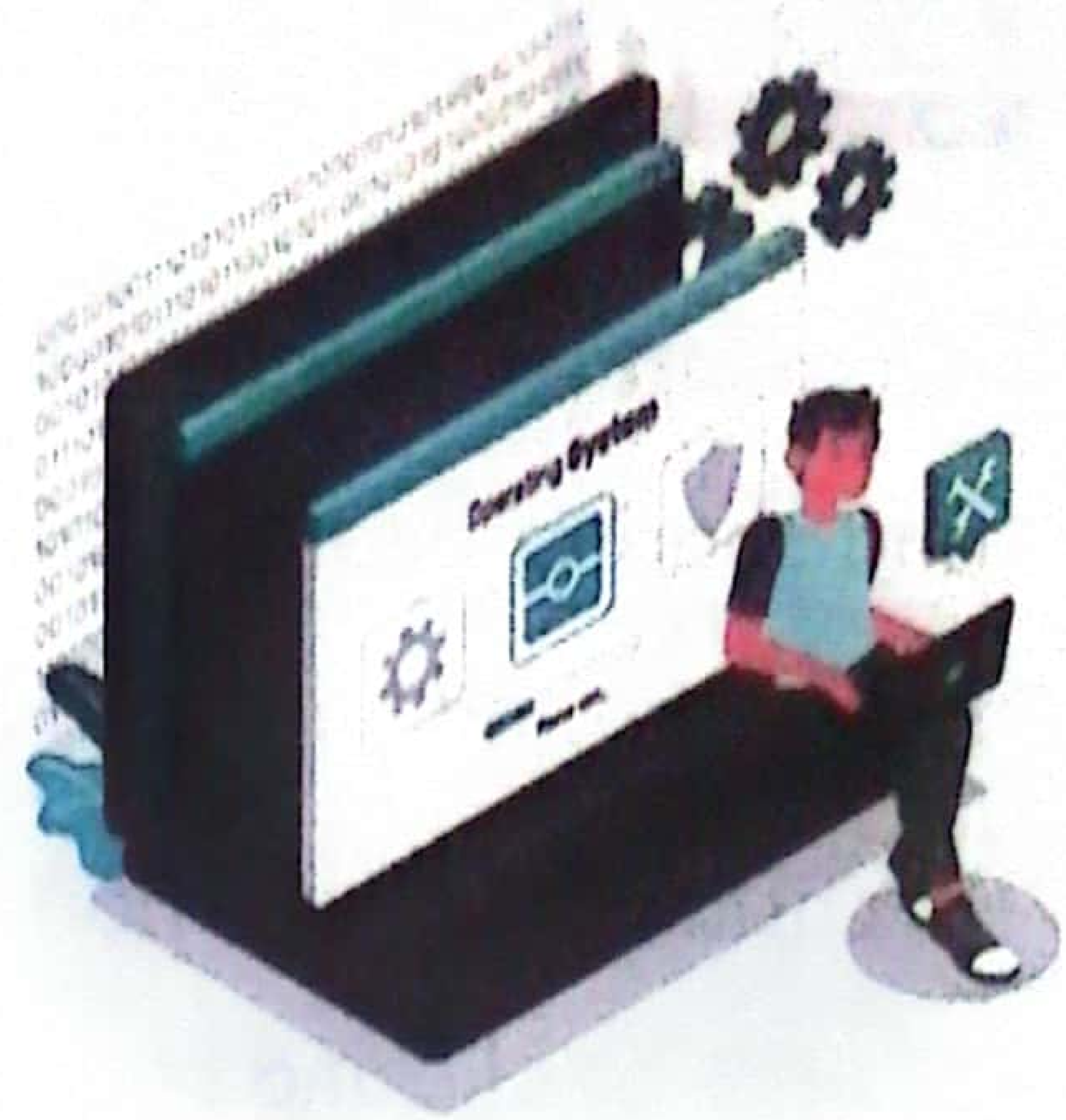


- **Ms. Sonika Manandhar** is a fintech entrepreneur and National Geographic Explorer from the Republic of Nepal.
- She co-founded the fintech company Aloi in 2019.
- She studied engineering, robotics, and artificial intelligence at **Singularity University at NASA.**
- Aloi helps women minibus drivers in Nepal get low-interest loans to buy and upgrade electric minibuses with long-lasting **lithium-ion batteries.**
- The loans are received and repaid through Aloi's platform, which is simpler and faster than most current bank loan procedures.
- All financial transactions are sent as **SMS (text)** without the need for internet.



- Passengers can schedule rides on the company's website and pay with digital tokens or through mobile wallets.
- As part of its green economy strategy, Egypt launched its first locally manufactured electric car in February 2023.
- The car is designed to accommodate five people, has a maximum speed of 60 km/hr, and uses a lithium-ion battery.
- A mobile wallet is an app for storing money that can be used to send and receive funds, pay bills, book travel tickets, and subscribe to services provided by companies.

Lesson 2



- An **Operating System (OS)** is the most important software on a computer. It manages the computer's functions, runs the software and hardware, and allows a user to communicate with the computer.
- The OS coordinates the communication between your hardware and software.
- Most laptops and computers have **Microsoft Windows** pre-loaded.
- Macintosh computers use **macOS.**
- Smartphones and tablets use different operating systems, such as **Android** and **iOS**.
- You can change the settings of an OS by using the **system settings control**. In Windows, it is called **Control Panel**; iOS has **Control Center**; and macOS has **System Preferences.**
- The changes you make in the Control Panel are automatically applied to other software on your computer.
- Some software installs automatically. For example, when you plug a new printer into a PC, Windows downloads the correct software so you can use it immediately.
- It is also simple to remove computer programs from your computer.
- To uninstall programs, select **Programs and Features** from the **Control Panel.**
- **Linux** is a family of **open-source** operating systems, such as Fedora, Linux Mint, and Debian. Open-source means that anyone can run Linux for any reason.
- Linux often **runs faster** and **more efficiently** than other operating systems, such as Windows.

Lesson 3



- **Microsoft Word** is a reliable tool for writing reports and sharing information. It offers various tools for formatting, editing, and previewing documents.
- To customize your report, you can choose different designs by clicking on the **Layout** and **Insert** tabs.
- You can select the **Font** from the drop-down menu and start typing.
- The **Insert** tab allows you to add pictures to your document.
- Microsoft Word provides **formatting tools** to add **bold**, italicize words, set up headings, create tables, and insert images, hyperlinks, and footnotes.
- It also offers **editing tools** to check reports for spelling, grammar, and conciseness.
- It also offers **preview tools** to view a document before saving or printing.
- Messaging services like **WhatsApp** can be used for collaboration on group projects or to seek feedback.



- Messaging services allow you to send text, images, voice messages, and videos.
- You can include **one** person in a chat, or **many** people.
- Messaging services have advantages over standard text messaging. They use the internet, so messages are almost **Free**. There are **no special prices** for messaging someone from across the world. Messages sent are **encrypted**; they are **compatible** on any device and with both **Android** and **Apple** products. There are **no restrictions**.

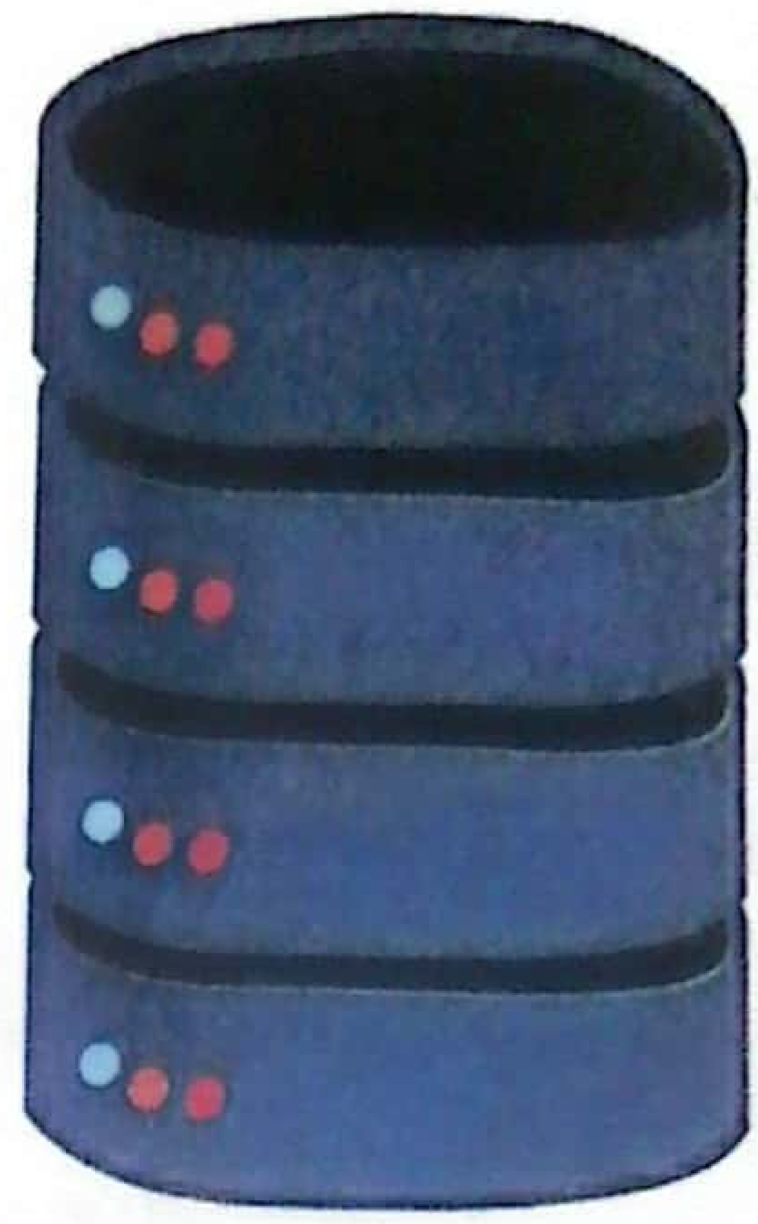
Lesson 4

- **Office Suite** can be used to create presentations to express **opinions** and **ideas**.
- **MS PowerPoint** includes **drawing** and **writing** tools to create **text** and **animation** options to add movement to sentences and words on your slides.
- **Design tab >>** Slide Size: It allows you to choose the **size** of your slide. You can choose **Standard** or **Widescreen**, or **customized**.
- **Save As >>** PDF option: It allows you to save your presentation as a **PDF** file before printing to keep its formatting.
- **Edit in** Review **mode**: It allows you to **review** your presentation and make changes if there are any text errors or issues with the layout.
- **Design tab >>** Themes and Variants: It helps you choose a **style** for your presentation.
- **File tab >>** Print: It allows you to see a **Final preview** of your flyer and print it.
- **Insert tab >>** Pictures: It allows you to **add pictures** to your presentation.
- **Insert tab >>** Text Box: It allows you to **write** your message.
- Remember the 10-20-30 rule: a presentation shouldn't be more than 10 slides, longer than 20 minutes, and with fonts smaller than 30 points in size.

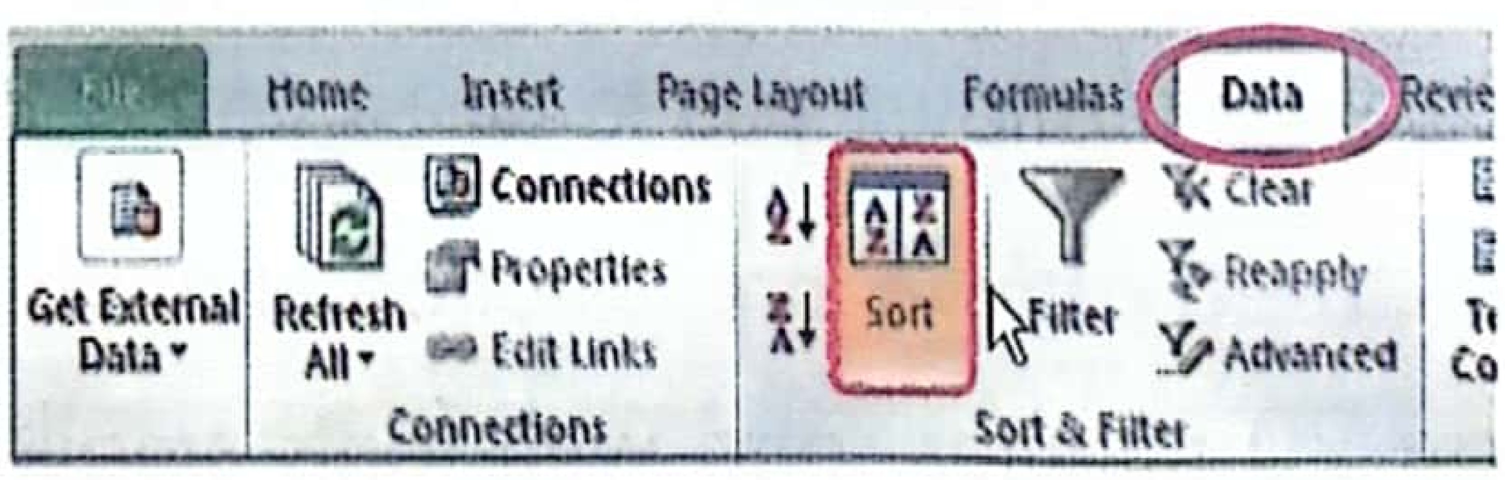


- You can also use SmartArt, but make sure it's easy to read.

Lesson 5



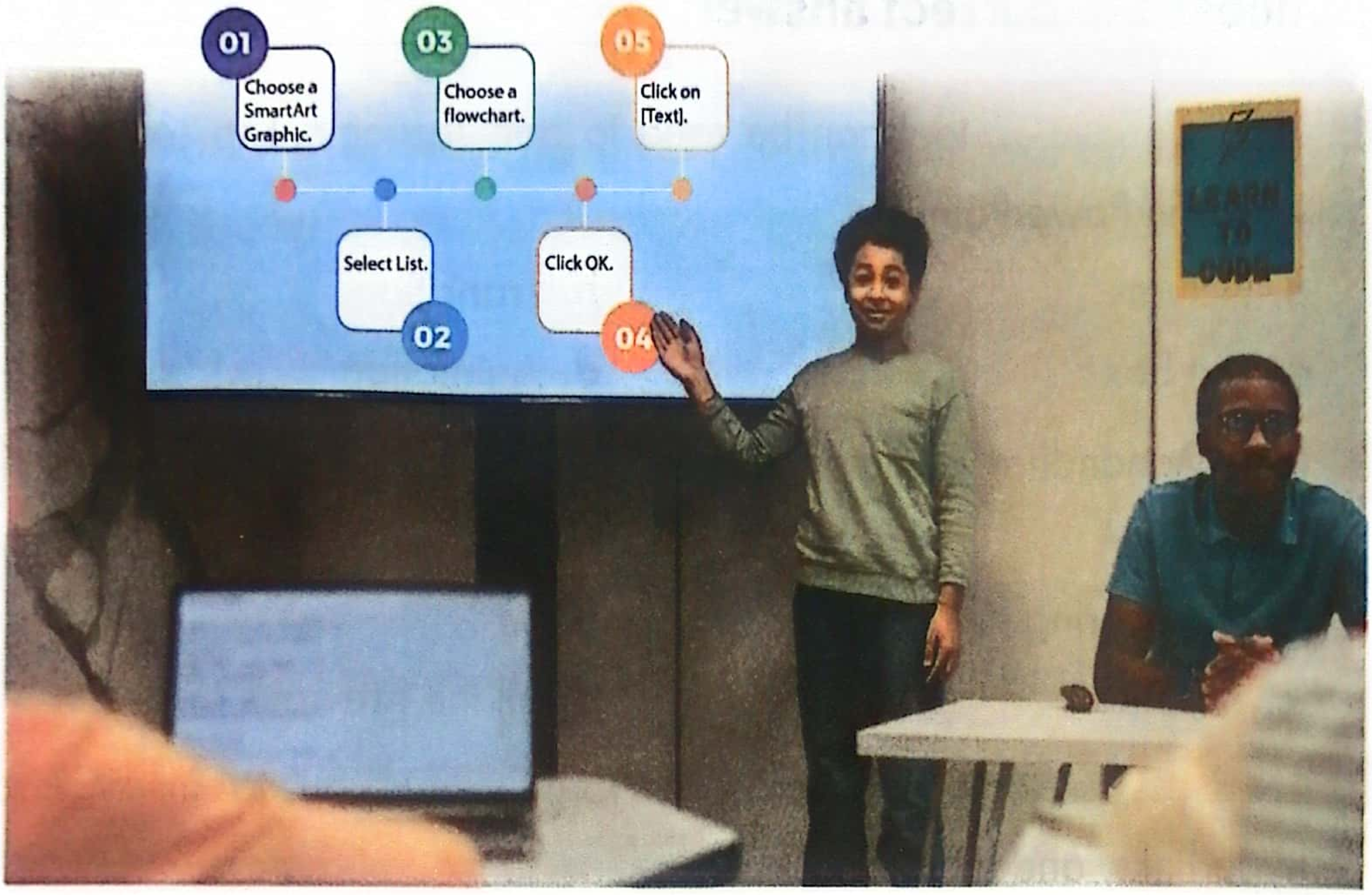
- Databases store a large amount of information in a computer system.
- Databases can be used to collect information about people, places, or things. For example, a teacher may have a secure database that includes student information.
- Microsoft Excel can be used to create databases.
- All data must be managed in compliance with Egypt's Data Protection Laws.
- To add additional information columns to a database, right-click the top of the column and then select Insert Column. Then add your column heading.
- When you type in numbers, such as a date, Excel will automatically format them.
- Common Excel tools include sorting, adding, subtracting, multiplying, and dividing.
- To sort: Go to the toolbar >> Data>> Sort.



- Excel lets you manipulate numbers in your database by adding Formulas.
- You can also add text, such as names, to cells, with or without using a formula.
- To create a formula, you first must type "=" in the cell. This lets Excel know you are creating a formula.

Lesson 6

- **PowerPoint** is a presentation tool that allows you to **share information** via text, images, videos, animations, and graphics.
- **Visuals** in a presentation help understand the material better than just plain text.



- **A flowchart** is a tool that can be included in a PowerPoint presentation. It illustrates a **series of steps** and can be used for visualizing, planning, presenting, and tracking the progress of a task or project.
- **To create a flowchart** in PowerPoint: Go to the **Insert tab**>> **SmartArt** >> **SmartArt Graphic** >> Select the **Flowchart** you want to use >> Click **OK**.
- **To change the flowchart colors**: Click on **SmartArt Design** >> **Change Colors** or choose an option using **SmartArt Styles**.
- When giving a presentation, speak **clearly**, **slowly**, and **confidently**.
- Introduce the **purpose** of your PowerPoint presentation to your audience.
- **Practice** your presentation in advance.
- Point to the **Flowchart sections** as you present the information about them.

Model Exam 1

1 Choose the correct answer:

1. The .... tool can be used to add movement to sentences and words in PowerPoint.
   a. Pictures
   b. Transition
   c. Text Box
   d. Animation
2. Ms. Manandhar's studies focused on the .... at Singularity University.
   a. engineering field
   b. AI
   c. robotics
   d. all the previous answers
3. .... tools in Microsoft Word allow you to insert images, hyperlinks, and footnotes.
   a. Review
   b. Editing
   c. Formatting
   d. None of the previous answers
4. .... store(s) a large amount of information in a computer system.
   a. Search engines
   b. Databases
   c. Social media
   d. Stock exchange
5. The system settings control is called the .... in Windows.
   a. Control Center
   b. Control Panel
   c. System Preferences
   d. none of the previous answers

2 Put (✓) or (✗):

1. The changes you make in the Control Panel are automatically applied to other software. ( )

2. You can use SmartArt in PowerPoint. ( )
3. Egypt's first electric car is designed to accommodate seven people. ( )
4. Speaking confidently is important when presenting your information. ( )
5. Sending a photo using messaging services doesn't require internet access. ( )

3 Complete the missing parts using the words between the brackets:

(SmartArt – green economy – operating system – encrypted – Excel)

1. The messages sent using messaging services are ....
2. You can use .... to create databases.
3. You can insert flowcharts in PowerPoint via the Insert tab, then ....
4. Egypt is launching its first electric car to adopt a ....
5. Without an ...., your computer is useless.

Model Exam 2

1 Choose the correct answer:

1. The operating system is a type of ....

   a. software b. hardware

   c. programming language d. Apple app

2. In Excel, when you write numbers, such as a date, it will ....

   a. delete them b. automatically format them

   c. change them to text d. none of the previous answers

3. You can use the .... tools in MS Word to check reports for spelling and grammar issues.

   a. editing b. review

   c. formatting d. both and b

4. You can make a flowchart more visually appealing in PowerPoint by ....

   a. adding more text b. changing colors

   c. removing all shapes d. making it smaller

5. All the following are specifications of Egypt's first electric car, except that ....

   a. it accommodates 5 people

   b. its maximum speed is 120 km/hr.

   c. it uses a lithium-ion battery

   d. it has an affordable price

2 Put (✓) or (✗):

1. Aloi assists women minibus drivers in Nepal to obtain high-interest loans. ( )
2. PowerPoint does not provide text animation options. ( )
3. You can change the settings of an OS by using the system settings control. ( )
4. Preview tools in Microsoft Word allow users to view documents before printing. ( )
5. Excel does not automatically format numbers like dates. ( )

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Windows	a. is the most reliable tool to use for writing reports to share information.
2 The Visuals	b. is an app used for sending and receiving funds.
3 MS Word	c. allows you to add pictures to your presentation.
4 The Insert tab	d. is a popular operating system, often used in schools and organizations.
5 Mobile wallet	e. include images, videos, and animation.

1 .... 2 .... 3 .... 4 .... 5 ....

Model Exam 3

1 Choose the correct answer:

1. Egypt is launching its first electric car to adopt a/an ....
   a. self-driving car b. green economy
   c. sustainable transportation d. environmental pollution
2. The .... tab allows you to choose the size of your slides in PowerPoint.
   a. Design b. Save As
   c. Edit d. Insert
3. The .... tools can bold and italicize words in MS Word.
   a. formatting b. editing
   c. review d. both a and b
4. Smartphones and tablets use the .... operating system(s).
   a. Android b. iOS
   c. Windows d. both a and b
5. To add a flowchart in PowerPoint, click on the .... tab.
   a. Home b. Insert
   c. Design d. Animations
6. Messaging services, such as ...., are used worldwide for communication.
   a. GIMP b. Excel
   c. WhatsApp d. Scratch
7. The first Egyptian electric car uses a .... battery.
   a. lithium-ion b. lead-acid
   c. nickel-cadmium d. alkaline

8. To create a simple formula in Excel, first type the .... in the cell.

a. sign "="
b. sign "x"
c. sign "+"
d. sign "/"

2 Put (✓) or (✗):

1. When you buy a computer, it usually does not have a pre-loaded OS. ( )
2. All data must be managed in compliance with Egypt's Data Protection Laws. ( )
3. Messages sent through WhatsApp are encrypted. ( )
4. As per the 10-20-30 rule, a PowerPoint presentation should exceed 10 slides. ( )
5. Starting or growing a business does not require money. ( )
6. macOS is generally more expensive than other operating systems. ( )
7. PowerPoint only allows you to share information via text. ( )

Model Exam 4

1 Choose the correct answer:

1. Messaging services are compatible with the .... operating system(s).

a. Android
b. iOS
c. both a and b
d. none of the previous answers

2. You can use .... to create databases.

a. MS PowerPoint
b. MS Teams
c. MS Excel
d. MS Word

3. You can use the .... tool in PowerPoint to create text.
   a. Pictures
   b. Slide Size
   c. PDF
   d. Text Box
4. When giving a PowerPoint presentation, you should speak ....
   a. clearly
   b. slowly
   c. confidently
   d. all of the previous answers
5. Aloi is a/an .... company that helps people use financial services.
   a. fintech
   b. healthcare
   c. transportation
   d. education

2 Put (✓) or (✗):

1. PowerPoint has tools that make material visually appealing. ( )
2. Upon loan approval, the business owner receives a digital token. ( )
3. Microsoft Excel cannot be used to create databases. ( )
4. Without an OS, your computer will be useless. ( )
5. You cannot include a flowchart in a PowerPoint presentation. ( )

3 Complete the missing parts using the words between the brackets:

(editing tools – 20 – Sort – Control Center – SmartArt Styles)

1. .... is the name of the system settings control in iOS.
2. The .... option is used to change the color of the flowchart in PowerPoint.
3. The duration of the presentation shouldn't be longer than .... minutes.
4. You can use the .... in MS Word to check reports for spelling, grammar, and conciseness.
5. To arrange data in Excel, you can use the .... property.

Model Exam 5

1 Put (✓) or (✗):

1. Changing colors can make your flowchart more visually appealing. ( )
2. The electric minibuses could increase the carbon emission rate. ( )
3. Messaging services allow communication through text messages only. ( )
4. Themes and Variants tools enable you to select the presentation style. ( )
5. You cannot add text to cells in Excel. ( )

2 Choose the correct answer:

1. The recommended rule to follow in a PowerPoint presentation is ....
   - a. 5-10-15
   - b. 10-20-30
   - c. 15-20-30
   - d. 20-30-40
2. To sort information alphabetically in Excel, go to the ....
   - a. Cells
   - b. Toolbar
   - c. Slides
   - d. Homepage
3. In Nepal, passengers can pay for their rides through ....
   - a. digital tokens
   - b. mobile wallets
   - c. cash
   - d. both a and b
4. Click on .... to add information to a flowchart in PowerPoint.
   - a. [Text]
   - b. [Chart]
   - c. "Design"
   - d. "Home"

5. Apple Macintosh computers use the .... operating system.

a. macOS b. iOS

c. Android d. Linux

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Linux	a. store a large amount of information in a computer system.
2 A flowchart	b. allows you to add pictures to your presentation.
3 WhatsApp	c. is an open-source operating system.
4 Databases	d. illustrates a series of steps.
5 The Insert tab	e. is an example of messaging services.

1 .... 2 .... 3 .... 4 .... 5 ....